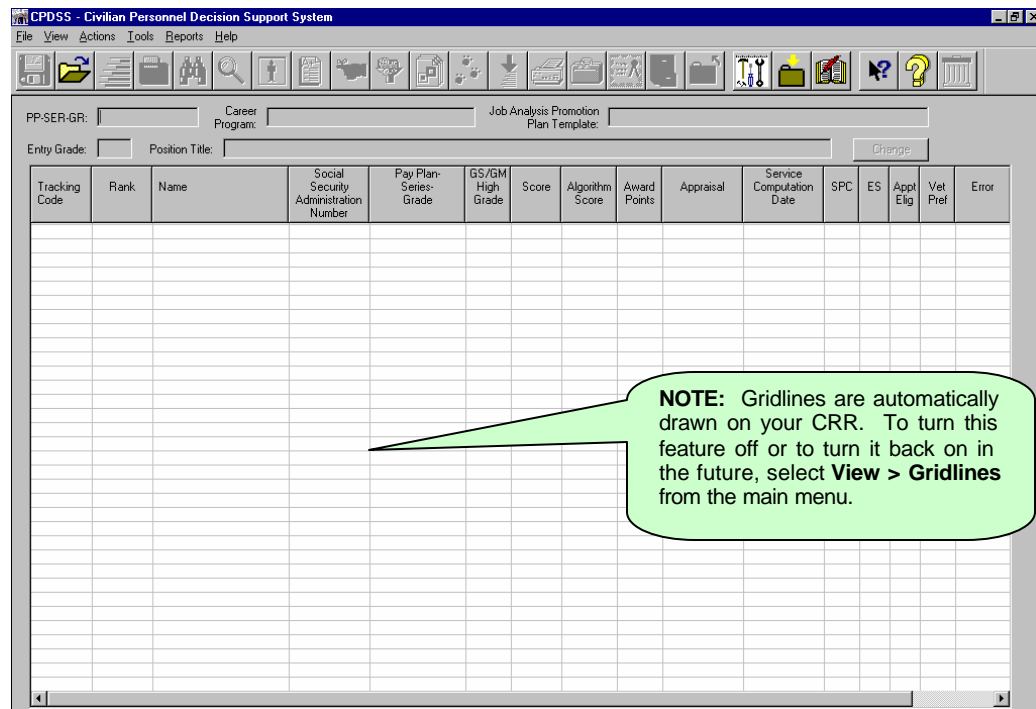






Chapter 6 - Creating the Candidate Referral Roster (CRR)














Below is a discussion of the Main Menu items, Tool Bar buttons, and other features on the CRR.











The buttons located on the CRR screen are discussed below. **Note:** Those items with an “ * ” can also be accessed by selecting the action from the Popup Context Menu.

Candidate Referral Roster (CRR) Tool Bar

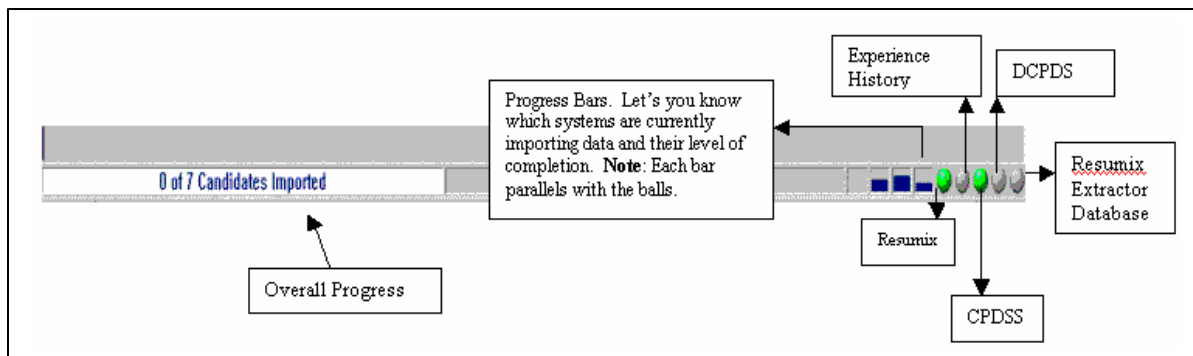
| This button | Enables you to ... | The equivalent menu command is |
|---|---|--------------------------------|
|  | Commit changes to the database by saving the CRR. | File > Save |
|  | Open an exiting CRR. | File > Open |
|  | Capture a Match List/Candidate Referral Roster from RESUMIX. | File > Capture |
|  | Rank the active Candidate Referral Roster. Note: If the roster contains errors, you must use this button to manually override the error condition, after you have reviewed the records with errors and taken appropriate action, to force a ranking before issuing a referral certificate. | Action > Rank Roster |

| This button | Enables you to ... | The equivalent menu command is |
|---|--|--------------------------------|
|  | Quickly locate a candidate on the CRR. Note: This feature is useful for very large rosters. | View < Find Candidate |
|  | View the current CRR properties when no candidates are selected. | View < Roster Properties* |
|  | View the selected Candidate's Properties. Candidate must be highlighted. | View < Candidate Properties* |
|  | See a snapshot of the candidate's resume summary as it existed in RESUMIX at the time of CRR capture. Note: It may or may not match what is currently in RESUMIX if changes have been made to the summary or a new resume was sent. | N/A |
|  | See detailed Job Analysis Promotion Plan Score breakdown of the scoring results for a candidate. | N/A |
|  | Re-import missing data from an individual's record. | Action < Re-Import Candidate* |
|  | Refine the candidate list on the active Candidate Referral Roster by tracking code(s). Note: This action does not remove any candidates from the active roster, only selects which candidate to display. | View < Filter |
|  | Invert the selected candidate on your list of candidates. Note: This feature is useful when you wish to perform an action on "everyone else" such as assigning tracking codes. | View > Invert Selection |
|  | Add, delete, and modify tracking codes. | Action < Set Tracking Code* |
|  | Manually force tracking codes for the current CRR to be sent to RESUMIX. Note: Tracking codes are automatically sent to RESUMIX when <ul style="list-style-type: none"> • Certificate Report is generated. • Certificate Package is generated. • Roster is Archived. | Actions < Send Tracking |
|  | Generate a roster report of the active Candidate Referral Roster. | Reports |
|  | Produce the referral briefs of candidates highlighting on the CRR. | Reports > Referral Brief* |
|  | Produce the entire referral package (with selected attachments) | Reports > Generate Package. |


| This button | Enables you to ... | The equivalent menu command is |
|---|--|--|
|  | Archive the current Candidate Referral Roster. Note: You must be granted the role in order to have permission to take this action. Once a roster is archived, no user may change its data. Only notes can be added. | Action > Archive |
|  | Close a CRR | File > Close |
|  | Launch the Job Analysis Promotion Plan module to create, view, edit, or delete a Job Analysis Promotion Plan Template. This tool may also be launched independently of CPDSS from the START menu. | Tools < Job Analysis Promotion Plan |
|  | Batch import the BI/Interview Scores/PR into CPDSS. Note: Career Programs use only. | Tools > Import BI/Interview Scores/PR |
|  | View Experience History Records. Classifiers will use this to Create/Update/Delete Experience History records. | Tools > Experience History Maintenance |
|  | Acquire additional information on a specific item. | N/A |
|  | Find information in CPDSS by Help Topics. | N/A |
|  | Delete a roster. Note: If you respond Yes to the verification, the CRR will be deleted permanently from the CPDSS database. There is no method by which this action can be reversed. | File > Delete |
| N/A | Relinquish ownership of a CRR. Note: Once you have transferred a roster, it will become “read only” to you. The recipient must transfer ownership back to your CPDSS User ID for you to regain write privileges. | File > Transfer |
| N/A | Produce only the Certificate. | Reports > Certificate |
| N/A | End your CPDSS session. Note: CPDSS prompts you to save any changes that you may have made to the current Candidate Referral Roster. | File > Exit |
| N/A | Retrieve a detailed listing of all errors encountered in the ranking process for a candidate. Simply click the left mouse button on the desired candidate in the list of candidates. The candidate row will become highlighted. Then click on the Expand Errors menu item to display a window with detailed information for each error encountered in the ranking process of that candidate. | Action > Expand Errors |

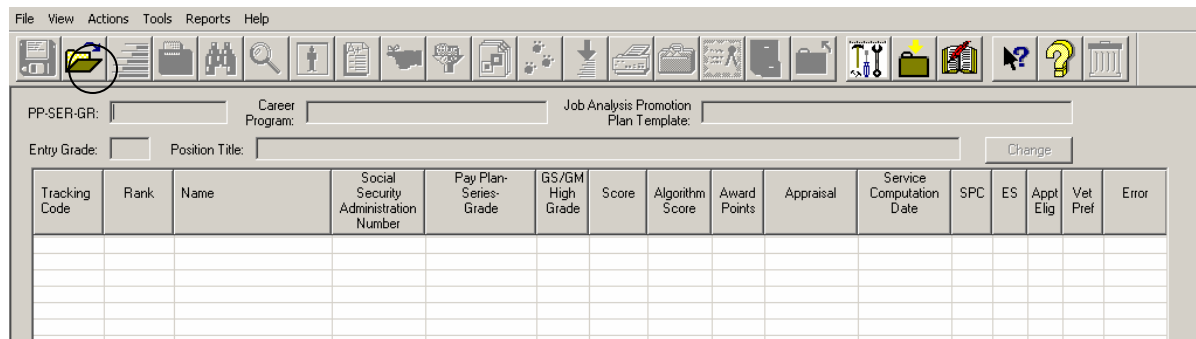
| This button | Enables you to ... | The equivalent menu command is |
|-------------|---|--------------------------------|
| N/A | Launch the CPDSS_SETUP module that will allow you to configure the settings and users for accessing all CPDSS programs. | Tools < Setup |
| N/A | Generate an AEP report. | Reports > AEP Report |
| N/A | Choose the products you want included in the referral package. NOTE: This option must be completed before the Referral Certificate or AEP reports can be generated. | Reports > Options |

Monitoring the Status of the Candidate Referral Roster (CRR)

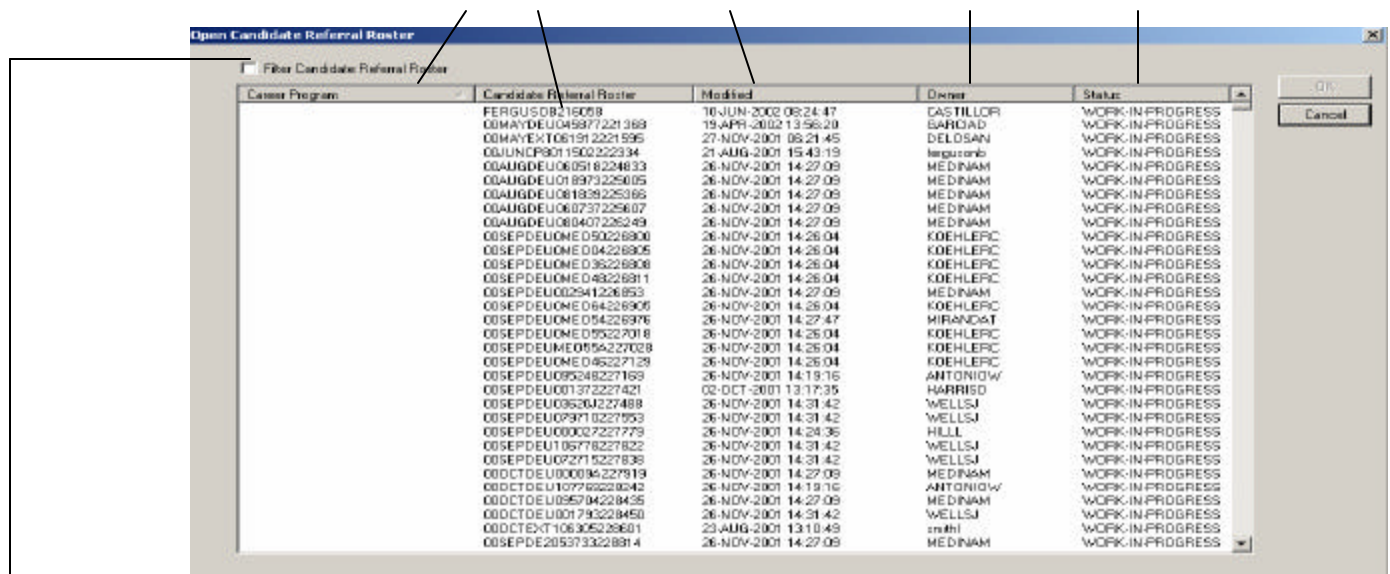


Open an Existing Candidate Referral Roster (CRR)

To open an existing Candidate Referral Roster click the **Open Folder** button.  (You will be prompted to save any changes to the current CRR before opening the new roster.)



To open a CRR simply click the left mouse button on the desired template and then click on the OK button to open the template. Click the Cancel button to cancel the action of opening a Candidate Referral Roster. To help locate the desired CRR, the CRR list may be sorted by any of the columns by simply clicking the left mouse button on the desired column header. An up arrow on the column header will indicate that the list is sorted in descending order. Clicking on the column header will toggle between ascending and descending sorting methods.



If this is not enough to help locate the desired CRR, then a filtering option is available that restricts the CRRs shown in the list to only those that match the criteria entered in the CRR Filter Window.

To filter the list of CRRs in the Open Candidate Referral Roster Window, simply click the left mouse button on the Filter Candidate Referral Roster check box. The Template Filter Window will appear. In this window you have three options for refining the list of CRRs using wildcard patterns and two options for refining the list of CRRs using a CRR status. To refine the list using wildcard patterns simply type in the entire name or a partial name with a wildcard pattern for the career program, and/or the candidate referral roster name, and/or the CRR owner.

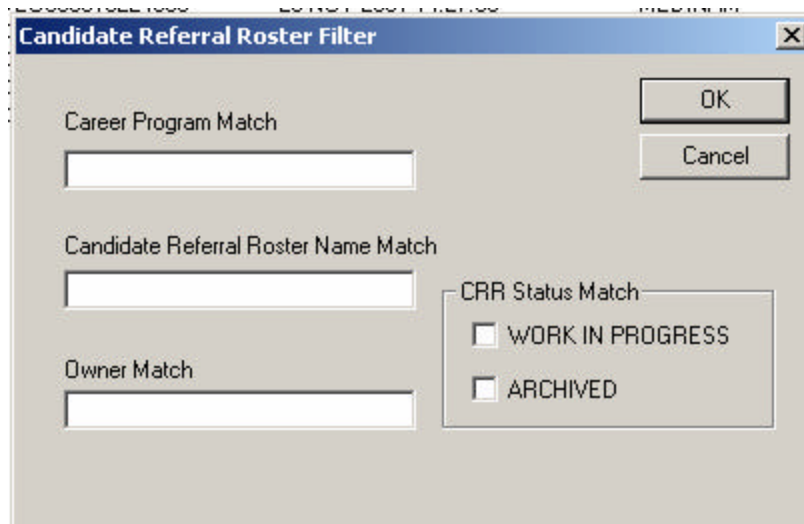
There are two special characters that may be used as wildcards:

%: Place a percent sign in the value to match zero or more characters. For example SE% could be used to match SECRETARY, SECURITY, AND SEAWARD. Also SE%Y could be used to match SECRETARY OR SECURITY, etc.

_: Place an underscore in the value to match a single character. For example _AT could be used to match BAT, CAT, MAT, etc.


You may also further refine your search by clicking the left mouse button on either of the candidate referral roster status fields in which you are interested. If the CRR status has a check mark beside it, then only those CRRs of that status will be examined for a possible match. Clicking the left mouse button on a status field will toggle the check mark on and off.

Clicking on the OK button will return you to the Open Candidate Referral Roster Window with the filtered list of CRRs that matched your filter criteria. Clicking on the Cancel button will cancel the filtering operation and return you to the Open Candidate Referral Roster Window.




Deleting a CRR



Click the **Delete CRR** button  or choose **File > Delete** from the main menu to delete a roster. You will be prompted to verify your action. If you respond, “**Yes**” to the verification, the CRR will be deleted permanently from the CPDSS database. There is no method by which this action can be reversed (undeleted). **Note:** You can only delete your own CRR. Archived CRRs cannot be deleted nor can those with tracking codes that were sent back to Resumix.

Closing a CRR

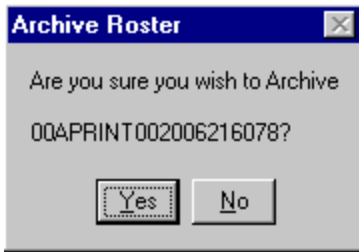


Click the **Close CRR** button  or choose **File > Close** from the main menu to close a roster. This will take you back to the Main CPDSS Screen. **Note:** If any unsaved changes have been made to the current CRR, you will be prompted to save these changes before the main window is cleared.

Archiving the CRR

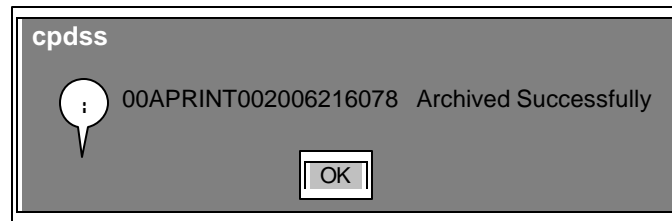
Click the Archive CRR button  or select **Actions > Archive** from the main menu to archive a CRR. You will be prompted to verify this action.

Click<Yes> to continue.



If the archive is successful, you will be presented with a dialog box similar to the following.

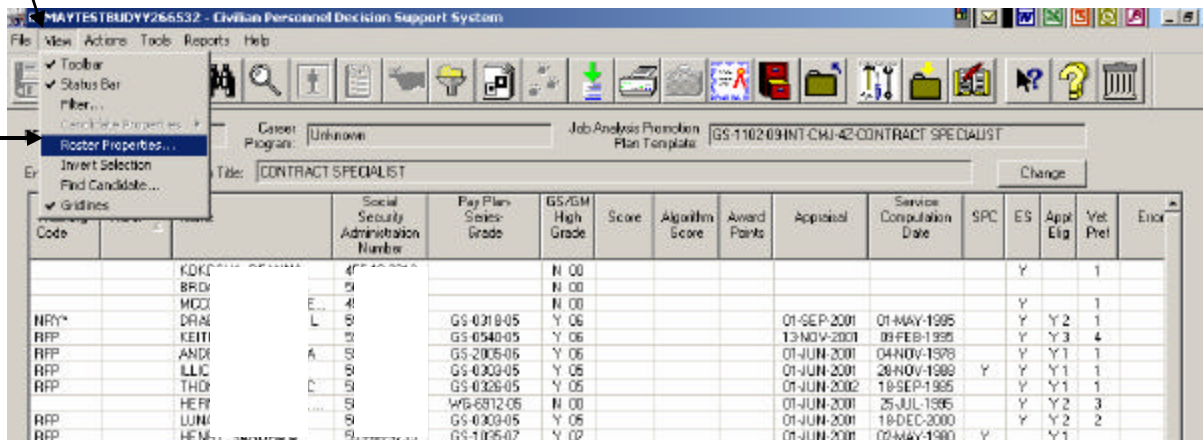
Click<OK>.



The File is Now Archived!!!!!!

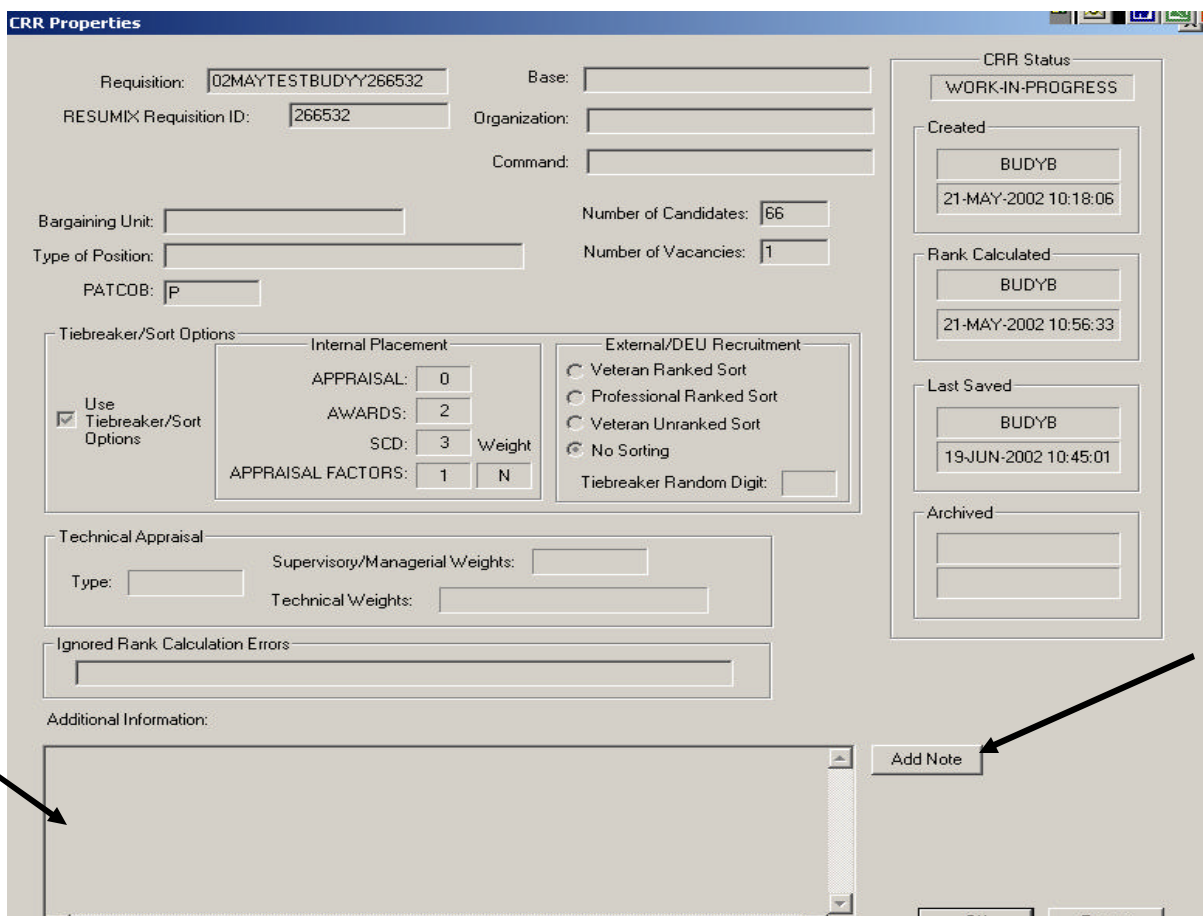
- **Note:** Once a Case file is archived, the file cannot be manipulated in any way. You can only add notes.
- **Note:** A case file can only be archived if the Job Analysis Promotion Plan Template is approved.

- **Note:** Specialists should archive case files as soon as possible after EOD but within 90 days. Most of the case file documentation will be in CPDSS but any extraneous items should be in a case file (such as the requisition and vacancy announcement—those are Resumix items, not CPDSS generated. However the Resumix requisition can be copied and pasted in the CRR notes area for the Electronic CPDSS Case File. To do this you copy the Requisition Overview and paste it into a Word document. When candidates have been imported into the CRR, Click on View and Roster Properties.



| Code | First Name | Last Name | Social Security Administration Number | Pay Plan Series Grade | GS/SM High Grade | Score | Algorithm Score | Award Points | Appraisal | Service Computation Date | SPC | ES | Appr. Elig | Yet. Pret. | Error |
|------|------------|-----------|---------------------------------------|-----------------------|------------------|-------|-----------------|--------------|-------------|--------------------------|-----|----|------------|------------|-------|
| | KDK | | 4 | | N 00 | | | | | | | Y | | 1 | |
| | BRD | | 5 | | N 00 | | | | | | | Y | | 1 | |
| | MCC | | 4 | | N 00 | | | | | | | Y | | 1 | |
| NRV* | DRA | | 5 | GS 0318-05 | Y 06 | | | | 01-SEP-2001 | 01-MAY-1995 | | Y | Y 2 | 1 | |
| RFP | KEIT | | 5 | GS 0540-05 | Y 06 | | | | 13-NOV-2001 | 09-FEB-1995 | | Y | Y 3 | 4 | |
| RFP | AND | | 5 | GS 2005-05 | Y 06 | | | | 01-JUN-2001 | 04-NOV-1978 | | Y | Y 1 | 1 | |
| RFP | LLIC | | 5 | GS 0303-05 | Y 06 | | | | 01-JUN-2001 | 28-NOV-1999 | Y | Y | Y 1 | 1 | |
| RFP | THO | | 5 | GS 0326-05 | Y 06 | | | | 01-JUN-2002 | 18-SEP-1995 | | Y | Y 1 | 1 | |
| | HER | | 5 | WG-6812-05 | N 00 | | | | 01-JUN-2001 | 25-JUL-1995 | | Y | Y 2 | 3 | |
| RFP | UUN | | 5 | GS 0303-05 | Y 06 | | | | 01-JUN-2001 | 18-DEC-2000 | | Y | Y 2 | 2 | |
| RFP | HEN | | 5 | GS-1035-07 | Y 07 | | | | 01-JUN-2001 | 02-MAY-1990 | Y | | Y 1 | | |

Open Roster properties. You will see a large Additional Information Box and a small Add Note box. You click on the Add Note box and it opens up the large Additional Information Box.



CRR Properties

Requisition: 02MAYTESTBUDYY266532 Base:

RESUMIX Requisition ID: 266532 Organization:

Command:

Bargaining Unit: Number of Candidates: 66

Type of Position: Number of Vacancies: 1

PATCOB: P

Tiebreaker/Sort Options

☒ Use Tiebreaker/Sort Options

Internal Placement

APPRAISAL: 0

AWARDS: 2

SCD: 3 Weight

APPRAISAL FACTORS: 1 N

External/DEU Recruitment

☐ Veteran Ranked Sort

☐ Professional Ranked Sort

☐ Veteran Unranked Sort

☒ No Sorting

Tiebreaker Random Digit:

Technical Appraisal

Type: Supervisory/Managerial Weights:

Technical Weights:

Ignored Rank Calculation Errors

Additional Information:

CRR Status

WORK-IN-PROGRESS

Created

BUDYB

21-MAY-2002 10:18:06

Rank Calculated

BUDYB

21-MAY-2002 10:56:33

Last Saved

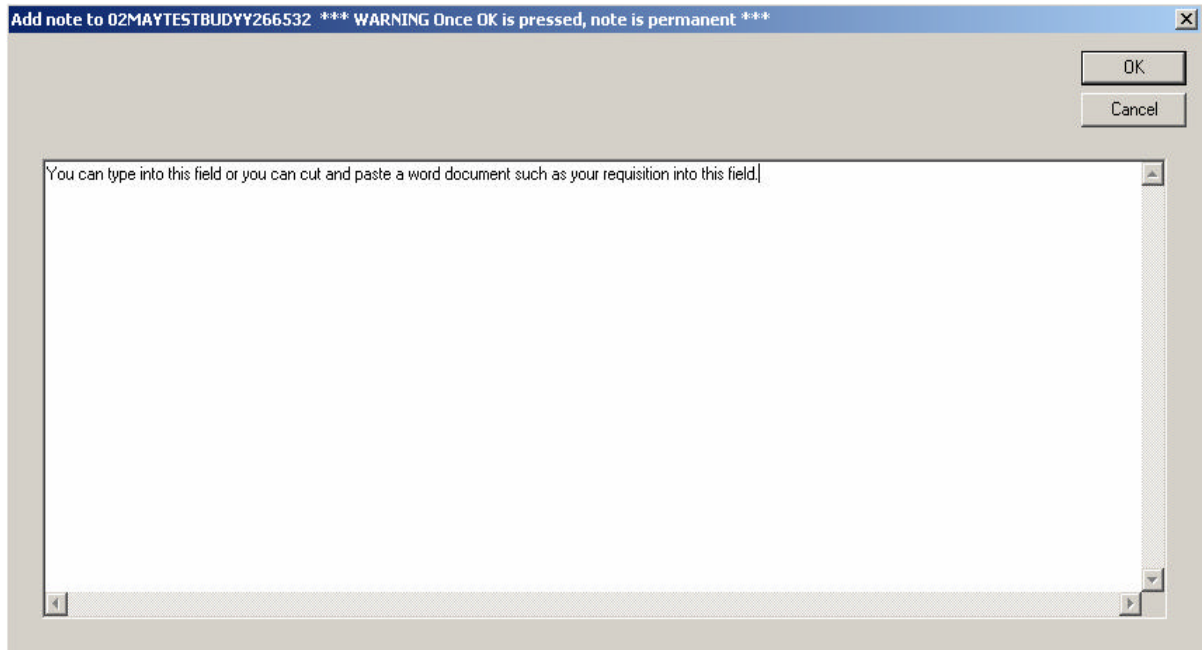
BUDYB

19-JUN-2002 10:45:01

Archived

Add Note

Paste your word document of the requisition into the large additional information box and say OK.

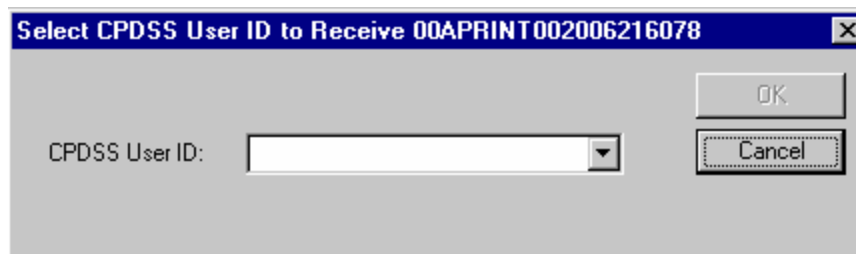


Transferring a CRR

If you imported the CRR into CPDSS, you are the only one that can access the roster to make changes, unless you transfer it to someone else. Once you transfer the roster, it becomes “read-only” to you.


- **Note 1:** You may use this function if you are going to be on leave and need to transfer your work to someone else to complete.
- **Note 2:** The Systems Administrator can also transfer the list to another user.

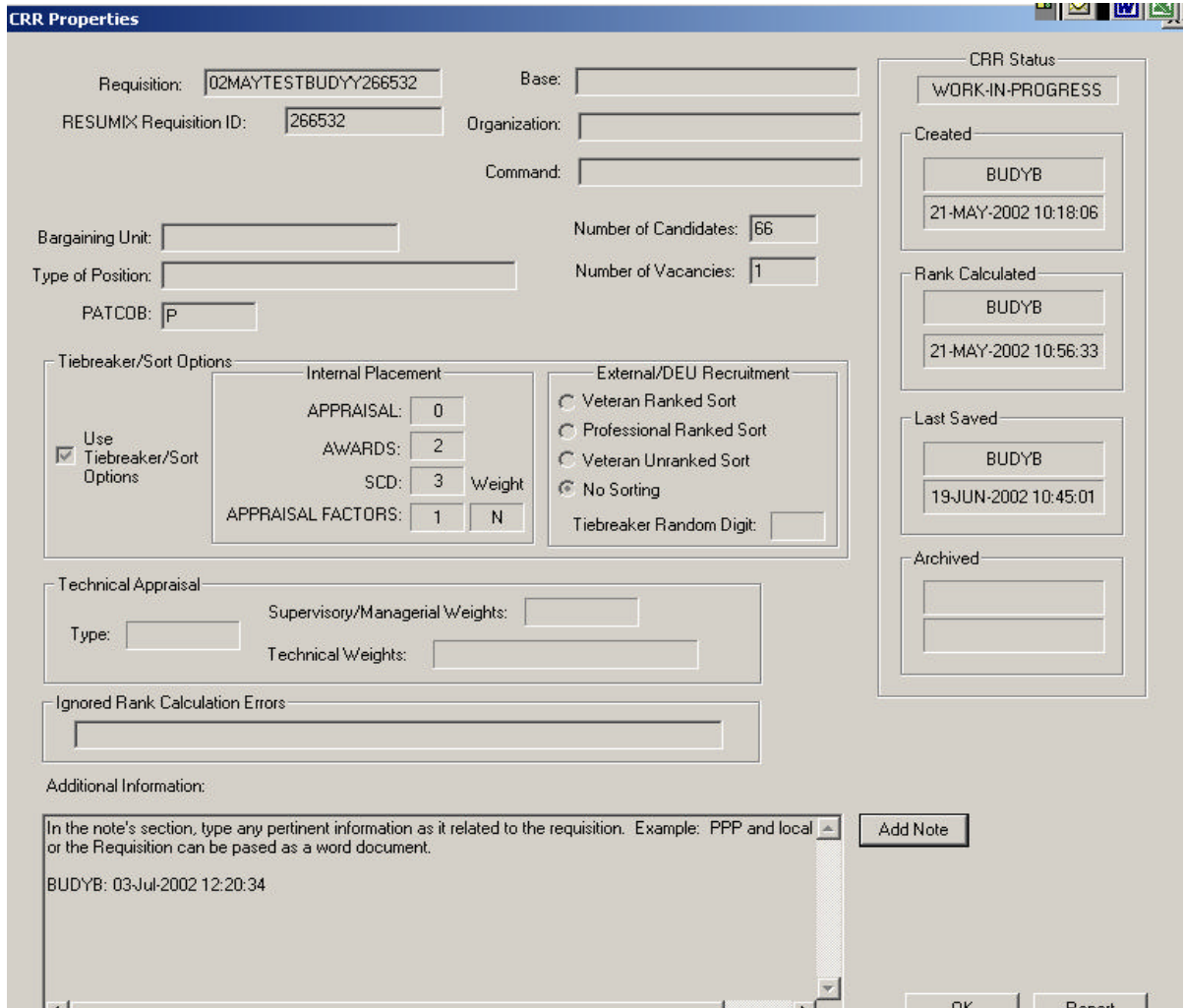
Choose **File > Transfer** from the main menu to relinquish ownership of a CRR. The following window will appear:



Using the pull-down edit box, select the recipient of the CRR and click **<OK>**. You will be prompted to verify your action. If you respond **Yes** to the verification, ownership of the current CRR will be transferred to the selected CPDSS User ID. As mentioned above, the CRR will then become “read only”. In order to regain ownership, the new owner of the CRR must transfer ownership back to you.

Viewing CRR Properties

To view the current CRR properties, click the **Properties** button  (when no candidates are highlighted) or select **View > Roster > Properties** from the main menu or right-click and select **Roster Properties** from the Popup Context Menu. The following screen will appear:



CRR Properties

Requisition: 02MAYTESTBUDYY266532 Base:
RESUMIX Requisition ID: 266532 Organization:
Command:

Bargaining Unit: Number of Candidates: 66
Type of Position: Number of Vacancies: 1
PATCOB: P

Tiebreaker/Sort Options

☒ Use Tiebreaker/Sort Options

Internal Placement

APPRAISAL: 0
AWARDS: 2
SCD: 3 Weight
APPRAISAL FACTORS: 1 N

External/DEU Recruitment

☐ Veteran Ranked Sort
☐ Professional Ranked Sort
☐ Veteran Unranked Sort
☒ No Sorting
Tiebreaker Random Digit:

Technical Appraisal

Type: Supervisory/Managerial Weights:
Technical Weights:

Ignored Rank Calculation Errors

Additional Information:

In the note's section, type any pertinent information as it related to the requisition. Example: PPP and local or the Requisition can be passed as a word document.

BUDYB: 03-Jul-2002 12:20:34

CRR Status

WORK-IN-PROGRESS

Created

BUDYB
21-MAY-2002 10:18:06

Rank Calculated

BUDYB
21-MAY-2002 10:56:33

Last Saved

BUDYB
19-JUN-2002 10:45:01

Archived

Add Note

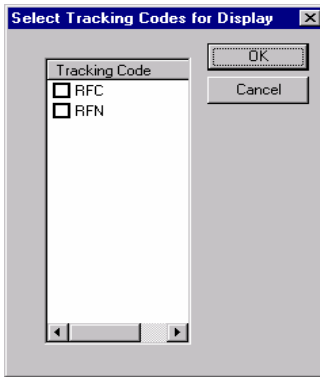
OK Report

Filtering a CRR

Filtering does not change the CRR, only which candidates you can view at a given time on the screen and some reports. (Example: If you want to only look at Promotion or Reassignment Eligibles you may filter the list.)



Click the **Filter CRR** button, or choose **View > Filter** from the main menu to filter a roster. The following dialog box will be displayed:

A dialog box titled "Select Tracking Codes for Display" with a close button (X) in the top right corner. It contains a list box labeled "Tracking Code" with two items: "RFC" and "RFN", each preceded by an unchecked checkbox. To the right of the list box are two buttons: "OK" and "Cancel".

Select the Tracking Codes you wish to see on your CRR by clicking the checkboxes. Click **<OK>**. You will only see the CRR candidates with that particular Tracking Code.



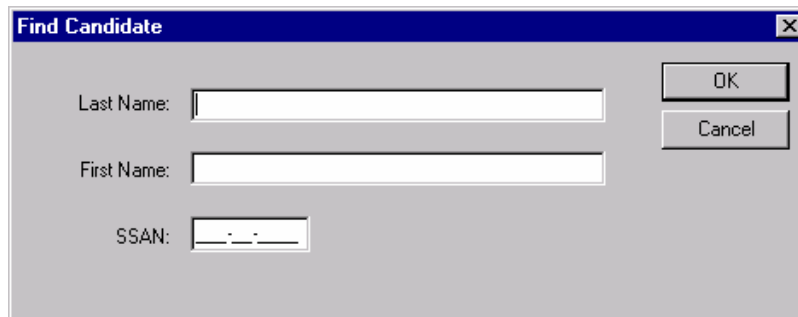
To turn the filter off, click the **Filter** button again and all candidates will become visible.

Finding a Candidate

If you have a very large Candidate Referral Roster (CRR) and you want to review a particular




individual's record, you can click the **Find Candidate** button, or select **View > Find Candidate** from the main menu to quickly locate the candidate. Once this action is selected, you will be presented with the following dialog box:

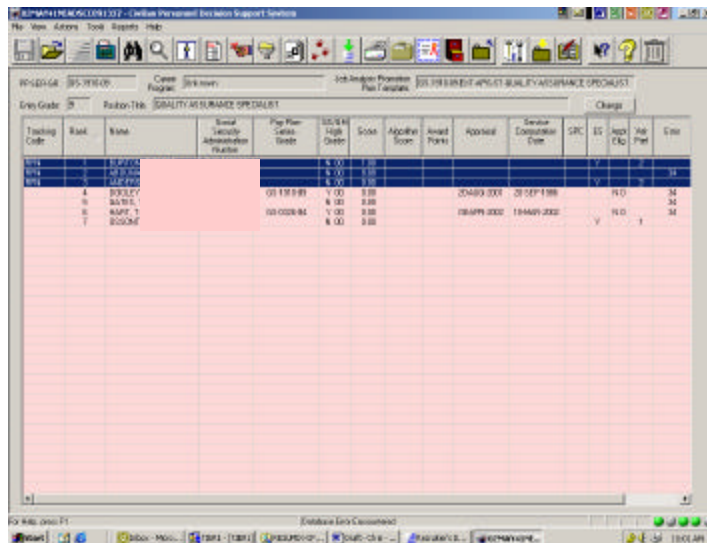
A dialog box titled "Find Candidate" with a close button (X) in the top right corner. It contains three text input fields: "Last Name:", "First Name:", and "SSAN:". To the right of the input fields are two buttons: "OK" and "Cancel".

You may enter partial strings for any of the search criteria and all input is converted to upper case. **Wildcards are not** supported here and the search is **not case sensitive**. The first candidate found matching the search criteria is highlighted and the candidate referral list is automatically scrolled to ensure that the matching candidate is visible.

Inverting the Candidate Selection

Click the **Invert Selection** button  or select **View > Invert Selection** from the main menu to invert the selected candidates on the CRR. This feature is useful when you wish to perform an action on “everyone else” such as assigning Tracking Codes.

Example: The top three individuals are qualified for your position. The other four candidates are not qualified. By pressing the **Invert Selection** button, the last four candidates are highlighted.



ALPHEA PERSONNEL - Candidates Management System

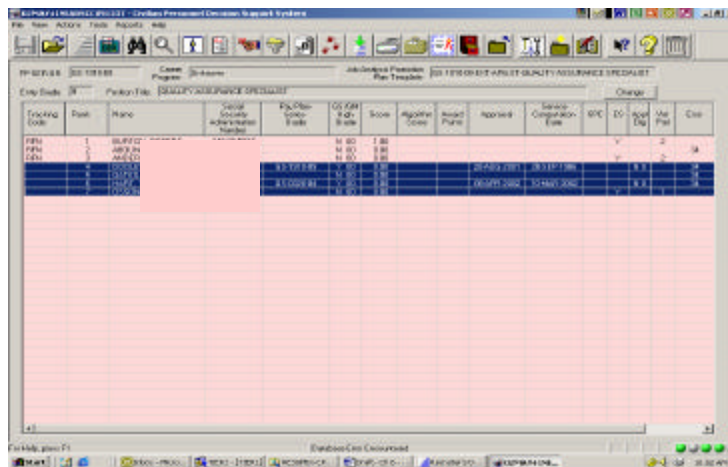
File View Actions Tools Reports Help

Case Program: QUALITY ASSURANCE SPECIALIST

Job Analysis Position Plan Template: QUALITY ASSURANCE SPECIALIST

Only Grade: 35 Position Title: QUALITY ASSURANCE SPECIALIST

| Tracking Code | Rank | Name | Social Security Administration Number | Pay Plan Code | Grade | Score | Algorithm Score | Assess Points | Assess | Service Completion Date | SPC | ES | App. Obj. | Met | Pass | Dis |
|---------------|------|--------|---------------------------------------|---------------|-------|-------|-----------------|---------------|--------|-------------------------|-------------|----|-----------|-----|------|-----|
| 101 | 1 | BOULEY | | 00100000 | 1.00 | 8.00 | | | | 20493 2001 | 20 SEP 1998 | | | | | 34 |
| 102 | 2 | BOULEY | | 00100000 | 1.00 | 8.00 | | | | 20493 2001 | 20 SEP 1998 | | | | | 34 |
| 103 | 3 | BOULEY | | 00100000 | 1.00 | 8.00 | | | | 20493 2001 | 20 SEP 1998 | | | | | 34 |
| 104 | 4 | BOULEY | | 00100000 | 1.00 | 8.00 | | | | 20493 2001 | 20 SEP 1998 | | | | | 34 |
| 105 | 5 | BOULEY | | 00100000 | 1.00 | 8.00 | | | | 20493 2001 | 20 SEP 1998 | | | | | 34 |
| 106 | 6 | BOULEY | | 00100000 | 1.00 | 8.00 | | | | 20493 2001 | 20 SEP 1998 | | | | | 34 |
| 107 | 7 | BOULEY | | 00100000 | 1.00 | 8.00 | | | | 20493 2001 | 20 SEP 1998 | | | | | 34 |
| 108 | 8 | BOULEY | | 00100000 | 1.00 | 8.00 | | | | 20493 2001 | 20 SEP 1998 | | | | | 34 |
| 109 | 9 | BOULEY | | 00100000 | 1.00 | 8.00 | | | | 20493 2001 | 20 SEP 1998 | | | | | 34 |
| 110 | 10 | BOULEY | | 00100000 | 1.00 | 8.00 | | | | 20493 2001 | 20 SEP 1998 | | | | | 34 |



ALPHEA PERSONNEL - Candidates Management System

File View Actions Tools Reports Help


Case Program: QUALITY ASSURANCE SPECIALIST

Job Analysis Position Plan Template: QUALITY ASSURANCE SPECIALIST

Only Grade: 35 Position Title: QUALITY ASSURANCE SPECIALIST

| Tracking Code | Rank | Name | Social Security Administration Number | Pay Plan Code | Grade | Score | Algorithm Score | Assess Points | Assess | Service Completion Date | SPC | ES | App. Obj. | Met | Pass | Dis |
|---------------|------|--------|---------------------------------------|---------------|-------|-------|-----------------|---------------|--------|-------------------------|-------------|----|-----------|-----|------|-----|
| 101 | 1 | BOULEY | | 00100000 | 1.00 | 8.00 | | | | 20493 2001 | 20 SEP 1998 | | | | | 34 |
| 102 | 2 | BOULEY | | 00100000 | 1.00 | 8.00 | | | | 20493 2001 | 20 SEP 1998 | | | | | 34 |
| 103 | 3 | BOULEY | | 00100000 | 1.00 | 8.00 | | | | 20493 2001 | 20 SEP 1998 | | | | | 34 |
| 104 | 4 | BOULEY | | 00100000 | 1.00 | 8.00 | | | | 20493 2001 | 20 SEP 1998 | | | | | 34 |
| 105 | 5 | BOULEY | | 00100000 | 1.00 | 8.00 | | | | 20493 2001 | 20 SEP 1998 | | | | | 34 |
| 106 | 6 | BOULEY | | 00100000 | 1.00 | 8.00 | | | | 20493 2001 | 20 SEP 1998 | | | | | 34 |
| 107 | 7 | BOULEY | | 00100000 | 1.00 | 8.00 | | | | 20493 2001 | 20 SEP 1998 | | | | | 34 |
| 108 | 8 | BOULEY | | 00100000 | 1.00 | 8.00 | | | | 20493 2001 | 20 SEP 1998 | | | | | 34 |
| 109 | 9 | BOULEY | | 00100000 | 1.00 | 8.00 | | | | 20493 2001 | 20 SEP 1998 | | | | | 34 |
| 110 | 10 | BOULEY | | 00100000 | 1.00 | 8.00 | | | | 20493 2001 | 20 SEP 1998 | | | | | 34 |

Roster Report Command

Once you have your CRR on the screen, select the **Roster Report** button.  A detailed report generates.


Capturing (Importing) the Resumix Match List

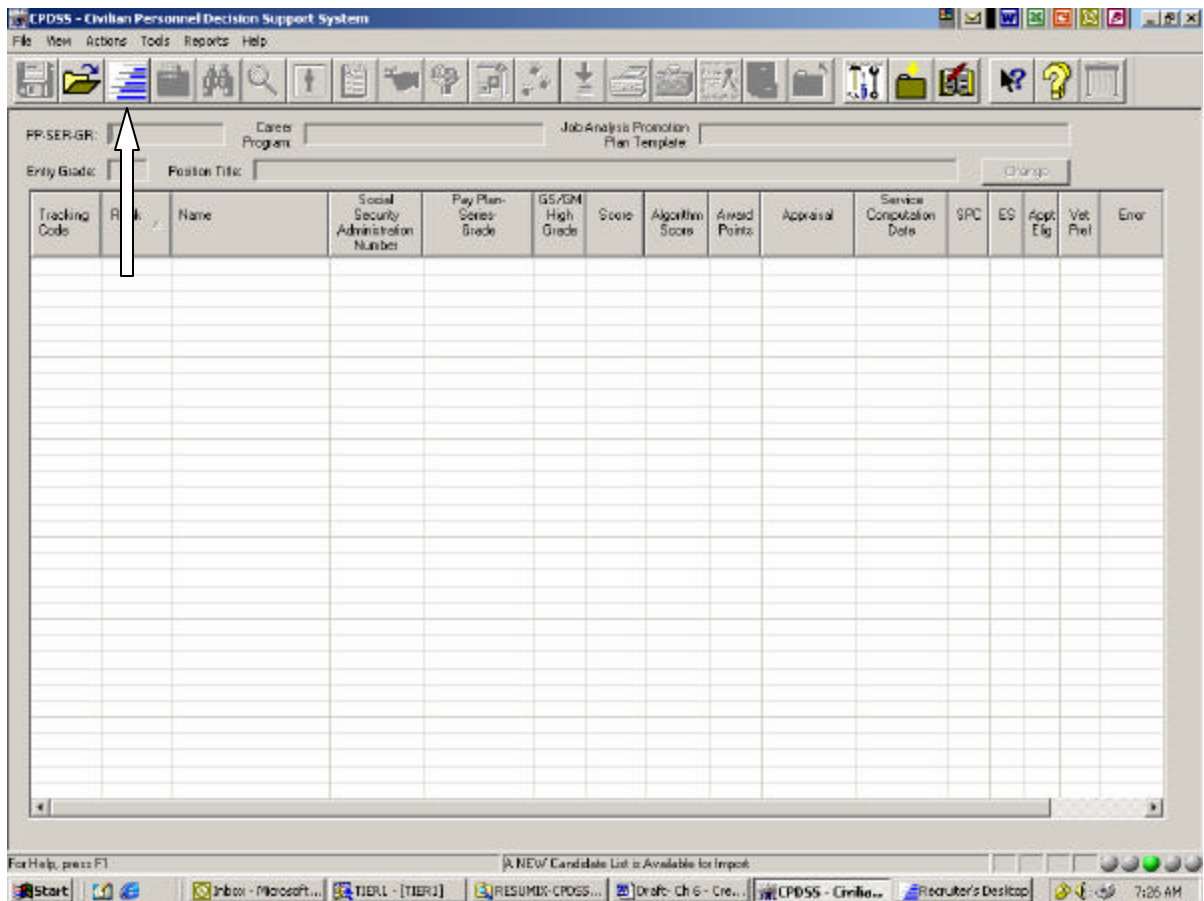
Three requirements must be met to move your Match list from Resumix into CPDSS:

- Resumix Recruiter's Desktop and CPDSS must be running concurrently on the same computer;
- Your Requisition must be open in Resumix; and
- Your Resume Match List must be **open in Resumix and not minimized**.

Once the above requirements are met, the import process can be started.

Step 1: Use one of the following methods to capture your Resumix Match List:

- Click the **Capture** button, 
- Select **File > Capture** from the Main Menu bar; or
- Manually enter **<Ctrl-P>** on the keyboard.



This will cause the Job Analysis Promotion Plan Library shown below to appear.

Select Job Analysis Promotion Plan Template, Tiebreaker/Sort Options, and Error Processing

☐ Filter Job Analysis Promotion Plan Templates

| Career Program | Template Name | Status | Owner | Modified |
|----------------|--|----------|--------|-------------------|
| Unknown | Budget Analyst (test) | APPROVED | cpdss | 11-JAN-2000 15:01 |
| Unknown | Transportation Specialist | APPROVED | marchs | 01-FEB-2000 09:05 |
| Unknown | Realty Officer, GS-1170-09 | APPROVED | marchs | 11-FEB-2000 15:00 |
| Unknown | Boiler Plant Equipment Mechanic | APPROVED | marchs | 15-FEB-2000 13:51 |
| Unknown | Air Conditioning Equipment Mechanic | APPROVED | marchs | 16-FEB-2000 11:17 |
| Unknown | Air Cond Equip Mech, WG-10 | APPROVED | marchs | 16-FEB-2000 11:32 |
| Unknown | Security Specialist, GS-080-09 | APPROVED | marchs | 23-FEB-2000 08:58 |
| Unknown | Maintenance Mechanic, WG-4749-09 | APPROVED | marchs | 25-FEB-2000 16:00 |
| Unknown | Maintenance Mechanic(Carpentry), ... | APPROVED | marchs | 01-MAR-2000 07:24 |
| Unknown | Photographer, GS-1060-08 | APPROVED | marchs | 02-MAR-2000 12:21 |
| Unknown | Engineering Technician, GS-802-09 | APPROVED | marchs | 22-MAR-2000 10:23 |
| Unknown | Exercise Physiologist, GS-601-09 | APPROVED | marchs | 22-MAR-2000 14:04 |
| Unknown | Air Traffic Control Specialist GS-2152-... | APPROVED | whitea | 23-MAR-2000 08:19 |
| Unknown | Control Element Specialist | APPROVED | marchs | 29-MAR-2000 10:30 |
| Unknown | 5M-GS-1341-09, Meteorology Tech | APPROVED | whitea | 03-APR-2000 14:52 |
| Unknown | 4U-GS-1341-09, Meteorologist Tech | APPROVED | marchs | 03-APR-2000 15:04 |
| Unknown | 4U-GS1910-09, Quality Assurance Sp... | APPROVED | marchs | 11-APR-2000 09:02 |
| Unknown | 4UGS1102-09/11, Contract Specialist | APPROVED | marchs | 11-APR-2000 15:49 |
| Unknown | 4U WS990109, Aircraft Overhaul Supv | APPROVED | marchs | 25-APR-2000 10:03 |
| Unknown | GS-560-7, Budget Analyst, Linda | APPROVED | cpdss | 28-APR-2000 16:02 |
| Unknown | GS-6010-05, Security (GA), 4U-GM | APPROVED | cpdss | 01-MAY-2000 13:10 |

Tiebreaker/Sort Options

☒ Use Tiebreaker/Sort Options

Internal Placement

APPRAISAL APPRAISAL FACTORS

AWARDS

SCD

External/DEU Recruitment

☐ Veteran Ranked Sort

☐ Professional Ranked Sort

☐ Veteran Unranked Sort

☒ No Sorting

Error Processing

External CRR Internal CRR Select All Clear All

OK Cancel Preview

Step 2: Select a Job Analysis Promotion Plan Template to apply to your applicants on your Match List.

➤ **NOTES:**

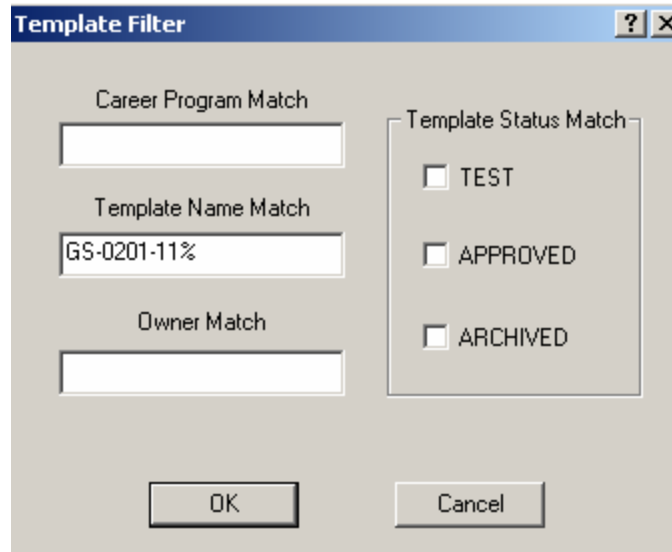
1. If you do not use a Job Analysis Promotion Plan Template, select the **"Blank Entry"** line to capture your CRR (Resumix Match List) with no criteria. You can associate the CRR to a Job Analysis Promotion Plan Template at a later time.
2. If you discover that you need to build a Job Analysis Promotion Plan Template, click **<Cancel>** and then build and apply your template to the CRR.
3. All templates marked as **"APPROVED"** and only those created by you that are marked **"TEST"** are available for your use
4. When Standard Templates are developed and approved, they will be available for everyone's use.

Sorting and Filtering the Job Analysis Promotion Plan Template Library

You can shorten or organize the list of Job Analysis Promotion Plan Templates by sorting or filtering the templates.

Sort 1: Sorting: You can sort the Job Analysis Promotion Plan template library by headings. Click on one of the column headings. The column will sort in ascending and descending order. (Sort 1, See diagram above.)

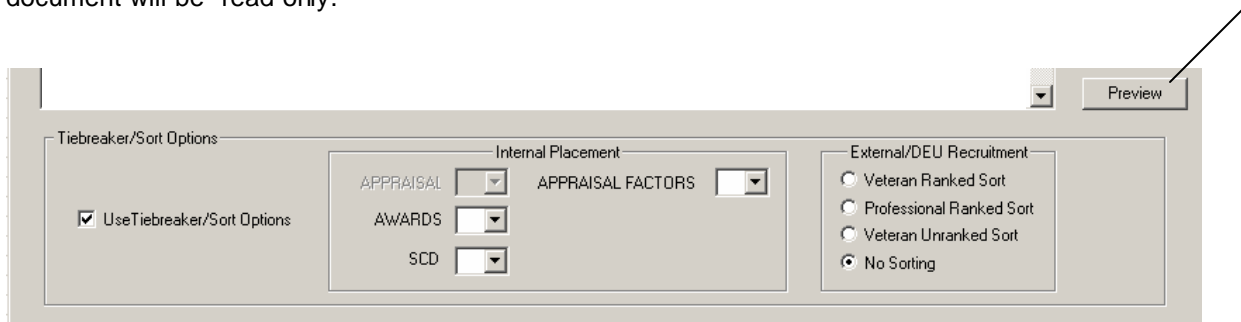
Sort 2: Filtering: Click the Filter Job Analysis Promotion Plan Templates button (Sort 2, See diagram above). The following screen will appear. You may filter the list by using one or any combination of Career Program, Template Name, Owner, and/or Status.

A screenshot of a 'Template Filter' dialog box. It has a title bar with a question mark and a close button. The dialog is divided into two main sections. The left section contains three text input fields: 'Career Program Match' (empty), 'Template Name Match' (containing 'GS-0201-11%'), and 'Owner Match' (empty). The right section is titled 'Template Status Match' and contains three checkboxes: 'TEST', 'APPROVED', and 'ARCHIVED', all of which are currently unchecked. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

Wild Card: A **Wild Card** “%” can be used in any of these fields. Example: If you want to view all Job Analysis Promotion Plan templates for GS-0201-11, in the template name match type “GS-0201-11%”

Previewing the Job Analysis Promotion Plan Template

You may preview a Job Analysis Promotion Plan Template before using it by highlighting the Job Analysis Promotion Plan Template you wish to view and clicking the **<Preview>** button. The document will be “read only.”

A screenshot of a 'Preview' dialog box. It has a title bar with a question mark and a close button. The dialog is divided into three main sections. The left section is titled 'Tiebreaker/Sort Options' and contains a checked checkbox labeled 'Use Tiebreaker/Sort Options'. The middle section is titled 'Internal Placement' and contains three dropdown menus: 'APPRAISAL' (set to 'APPRAISAL FACTORS'), 'AWARDS', and 'SCD'. The right section is titled 'External/DEU Recruitment' and contains four radio buttons: 'Veteran Ranked Sort', 'Professional Ranked Sort', 'Veteran Unranked Sort', and 'No Sorting' (which is selected). At the top right of the dialog is a 'Preview' button, which is pointed to by an arrow from the right side of the image.

Step 3: Once you have located the Job Analysis Promotion Plan Template you want to use, highlight the template name and then determine if a tiebreaker or sort option will be applied using the following guidelines or ‘**uncheck**’ the block “Use Tiebreaker/Sort Options” before clicking **<OK>**.

External/DEU Tie-Breaker/Sort Option

If you choose to use Sort Options (External/DEU Fills), select the appropriate option for your template.

Veteran Ranked Sort: When this sort option is elected preference eligibles having a compensable service connected disability (veteran's preference Code 6 and 4) will be placed at the top of the CRR in the order of their Job Analysis Promotion Plan Score. All other candidates will be listed in the order of their Job Analysis Promotion Plan Score. However, if two or more of the remaining applicants have the same score the tie will be broken and the applicants will be placed on the CRR (ranked list) in veteran's preference order. Each candidate with 10 points preference (10 pt disability and 10 pt other, Codes 3 and 5) will be listed ahead of those eligible for 5 points (Code 2). Those eligible for 5 point veterans preference (code 2) will be listed ahead of those not eligible for veteran preference (Non-preference eligibles, Code 1).

The screenshot shows a software window titled 'Tiebreaker/Sort Options'. On the left, there is a checkbox labeled 'Use Tiebreaker/Sort Options' which is checked. In the center, under the heading 'Internal Placement', there are three dropdown menus labeled 'APPRAISAL', 'AWARDS', and 'SCD'. On the right, under the heading 'External/DEU Recruitment', there are four radio button options: 'Veteran Ranked Sort' (which is selected), 'Professional Ranked Sort', 'Veteran Unranked Sort', and 'No Sorting'. A black arrow points from the top right of the window to the 'Veteran Ranked Sort' radio button.

Professional Ranked: When this sort option is elected, all applicants will be placed on the CRR by their Job Analysis Promotion Plan Score. However, if two or more applicants have the same score the tie will be broken and the applicants will be placed on the CRR (ranked list) in veteran's preference order. Professional Ranked Sort order will place all 30% compensable veterans and all 10 point compensable veterans (Code 6 and Code 4) first, followed, second, by those candidates eligible for 10 points preference (10 pt disability and 10 pt other, Codes 3 and 5), followed, third, by those eligible for 5 points (Code 2), and last, by those not eligible for veteran preference (Non-preference eligibles, Code 1).

This screenshot is identical to the one above, showing the 'Tiebreaker/Sort Options' dialog box. The only difference is that the 'Professional Ranked Sort' radio button under 'External/DEU Recruitment' is now selected. The black arrow still points to the same location as in the previous image.

Veteran Unranked Sort: When this sort option is elected all compensable veterans (Codes 6 and 4) will be placed in a group at the top of the CRR, followed by a group containing all 10 point vets (10 pt disability and 10 pt other, Codes 3 and 5), then the group containing all 5 point vets (Code 2). Listed after all vets should be the group of all those not eligible for veterans preference (Non-preference eligible, Code 1). Looks at Vet Pref only. (Does not look at the Score).

This screenshot is identical to the ones above, showing the 'Tiebreaker/Sort Options' dialog box. The only difference is that the 'Veteran Unranked Sort' radio button under 'External/DEU Recruitment' is now selected. The black arrow still points to the same location as in the previous images.

It is possible that ties will still exist even after applying veteran's preference order. The final procedure to break ties is to do it randomly. OPM recommends using the last digit of the candidates Social

Security Numbers. CPDSS randomly selects a number from 0-9 to find the starting point for the number sequence that will be used to break ties on a given day. All CRRs processed on that date will utilize the same random number; a new random number will be selected on a second day, again on the third, and so on. (This random number is populated on the CRR Property screen and becomes part of the case file.) Once the starting point has been determined, the remainder of the sequence follows in logical numerical order. For example, if the random number is “0” the sequence would be 0123456789. If “3” was the random number selected, the sequence would be 3456789012.

No Sorting: Self-Explanatory.

Internal Placement Tiebreakers

If you wish to use **Tie-breakers (Internal Fills)**, The “No Sorting” Button must be toggled on. You must select at least one criterion. If more than one criterion is used, you must choose the order in which they are applied.

The screenshot shows a dialog box titled 'Tiebreaker/Sort Options'. It has three main sections: 'Use Tiebreaker/Sort Options' (a checked checkbox), 'Internal Placement' (containing dropdown menus for 'APPRAISAL', 'AWARDS', and 'SCD'), and 'External/DEU Recruitment' (containing radio buttons for 'Veteran Ranked Sort', 'Professional Ranked Sort', 'Veteran Unranked Sort', and 'No Sorting', with 'No Sorting' being the selected option).

Step 4: Error Processing

When the template is applied, the Error Processing function performs system edits for approximately 34 Internal and Career Program requirements such as current appraisal, technical appraisal, interview score, etc. The system will default to Internal CRR for Error Processing if the external CRR error processing button is not selected. When you are filling a job from external sources, you can turn off the system edits by clicking the External CRR button.

The screenshot shows a dialog box titled 'Error Processing'. It has four buttons at the top: 'External CRR', 'Internal CRR', 'Select All', and 'Clear All'. Below the buttons is a table with two columns: 'Code' and 'Description'. The table lists 7 error codes with their descriptions. A scroll bar is visible on the right side of the table.

| Code | Description |
|------|--|
| 1 | A Behavioral Inventory response does not exist for this candidate. |
| 2 | No annual rating was found for this candidate. |
| 3 | All required annual ratings were not found for this candidate. |
| 4 | Missing Current Grade Level in DCPDS |
| 5 | Missing Current Supervisor Level in DCPDS |
| 6 | No interview score was found for this candidate. |
| 7 | The technical rating data for this candidate is incomplete. |

Use the scroll bar to see the remainder of the 34 error codes.

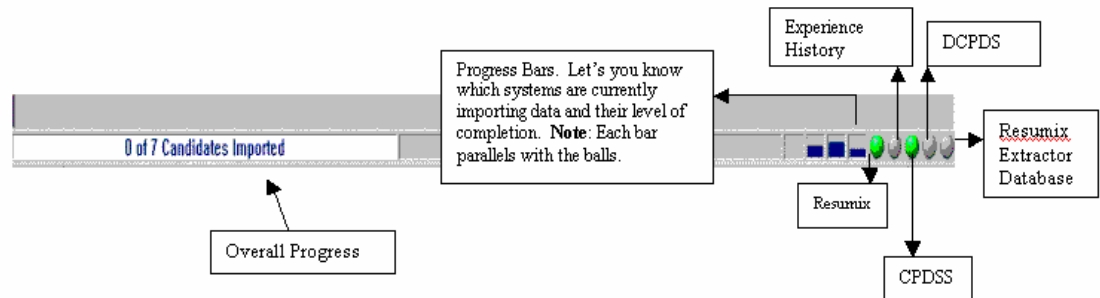
Step 5: When all of the above has been completed, click **<OK>** to begin importing, ranking, and rating.

Import Processing

An Import is a “SNAPSHOT” of data as it exists at the time of Import. Once you have selected a Job Analysis Promotion Plan Template, CPDSS begins to import data from the following databases:

- Resumix (Resume Summary, Resume Text, Requisition Information),
- CPDSS (Behavioral Inventories, Interview Scores, and Penalties and Restrictions)-Used by Career Programs only,
- Modern DCPDS (Oracle HR data), and
- Experience History

There are various indicators on the status bar located at the bottom of your CRR. These features will be discussed in this section below.






Colors of CRR Screen


As the system extracts and imports the information, the background color of the CRR screen will change to indicate the following:

- **Green:** Roster Import is in Progress
- **Dark Pink:** Roster Contains Errors
- **Lavender:** Roster is Stale, something has changed in an individuals record
- **Pink:** Roster is Stale and has Errors
- **Yellow:** Roster Import in Progress and has Errors
- **White:** Roster is OK

Database Connection Statuses

At the bottom of the CRR Screen are Bars and Balls depicting the Database Connection Statuses of each system as information imports into CPDSS. Below describes the Colors of the Ball

- **Gray:** System not Connected 
- **Green:** Everything has imported OK 
- **Red:** The System is not working 

Note: Click the **Close CRR** button  during the import process or choose **File>Close** to abort the Capture of the Resumix Match List. When prompted by the “The Import of Requisition – 00APRINT002006216078 has not completed. Abort Import?” Click **<YES>**.

A successful import accomplishes the following:

- The requisition information is copied from RESUMIX.
- All candidates from the Resumix Match List are imported to the CPDSS CRR.
- All candidates are checked for SSAN.
- Current data where available is copied from Modern DCPDS, Experience History, Resumix, and CPDSS for all candidates.
- A Score for each candidate is calculated if a Job Analysis Promotion PlanTemplate is applied.
- If the roster contains no errors, then it is ranked utilizing the Job Analysis Promotion Plan Template if one is selected.

- Initial Tracking Codes are calculated - (Internal Referrals only).
- Time-In-Grade fields are calculated - (Internal Referrals only).

Ranking a CRR

When a roster is initially captured (imported), it is automatically ranked if the roster contains no errors. If one or more candidates are re-imported, the roster is automatically re-ranked if it contains no errors. There are four instances where you may wish to manually rank the roster:

- 1) You apply a different Job Analysis Promotion Plan Template to your CRR,
- 2) You modify the Job Analysis Promotion Plan Template applied to your CRR
- 3) A change is made to the Tiebreaker/Sort Options, or
- 4) To override the roster's error condition and continue ranking regardless of errors.

Reviewing Applicant Error Codes

If CPDSS encounters an error during the import process, the background color of your screen will turn pink and the CRR Error column will populate. To view an explanation of an error code, click **Actions>Expand Errors** or right-click on the candidate's name and select **"Expand Errors"** from the Popup Context Menu.



All error codes should be reviewed and appropriate action taken before finalizing the ranking process.

The screenshot displays the CPDSS application window. At the top, the title bar reads "02MAY1005373265136 (Read-Only) - Civilian Personnel Decision Support System". The menu bar includes File, View, Actions, Tools, Reports, and Help. The toolbar contains various icons for file operations and data management. Below the toolbar, the "PRSER-GR:" field is set to "GS-0303-07", and the "Job Analysis Promotion Plan Template:" is set to "GS-0303-07-INT-400-GS-Medical Administrative Asst". The "Entry Grade:" is "7" and the "Position Title:" is "MEDICAL ADMINISTRATIVE ASSISTANT".

The main data table lists candidates with columns for Tracking Code, Rank, Name, Social Security Administration Number, Pay Plan-Series Grade, GS/SM High Grade, Score, Algorithm Score, Award Points, Appraisal, Service Computation Date, SPC, ES, Appt. Elig, Vet. Prev, and Error. The table is populated with data for various candidates, including LEE, VELMA R., who has an error code of 28.

An error message dialog box is overlaid on the table, displaying a yellow warning icon and the text: "2 - No annual rating was found for this candidate. 28 - No appraisal score was found for this candidate." The dialog box has an "OK" button.

The taskbar at the bottom shows the Start button and several open applications: "Inbox - Microsoft Out...", "TJER1 - [TJER1]", "RESUMIX-CROSS Manual", "02MAY1005373265136", and "Draft - Ch 6 - Creating...". The system clock shows "6:30 AM".

Re-Importing Candidates

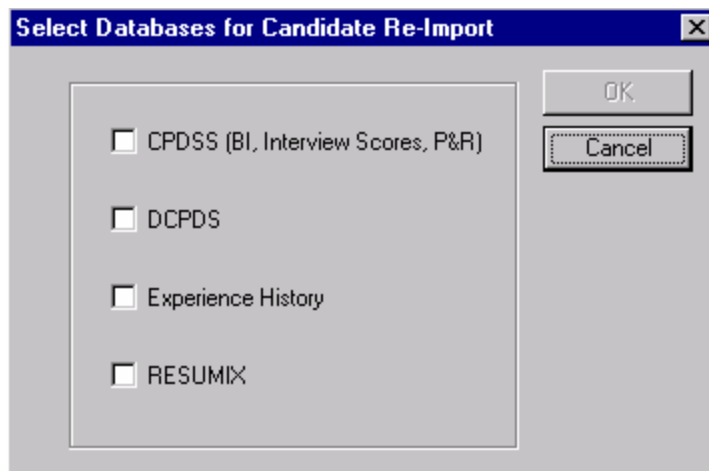
To add or correct candidate data on the current roster, you must first update and/or correct the data on the appropriate database. After the data has been updated/correct follow the steps below to re-import that candidate's data from the selected databases.

Step 1: Select the candidate(s) that require(s) re-importing.



Step 2: Click the **Re-import Candidate** button or Select **Actions > Re-Import Candidate** or Right-click on the candidate's name and select **Re-Import Candidate** from the Popup Context Menu.

Step 3: Select the database(s) to be re-imported by clicking on the appropriate checkbox(s) and clicking the "OK" button.



The re-import steps are the same as the initial capture steps. Therefore, the roster will be automatically saved at the completion of the re-import.

If you have made changes that you do not want saved, close the roster without saving the changes, re-open the roster and re-import.

WARNING! The re-import process can be specified by the individual candidate and the database, but not down to any specific piece of data in a particular database. Therefore, if a significant amount of time has passed since the initial CRR Capture, the re-import may affect the ranking of candidates on the CRR. Imports from each of the databases are time stamped for each applicant. You can view these date/time stamps on the General/TIG tab. Make sure your reason for re-importing is well documented in the CRR Property Screen notes area. If a significant amount of time has passed (24-48 hours) you might want to consider highlighting all the candidates and re-importing or deleting the CRR and starting over.




Note: Click the **Close CRR** button during the re-import process or choose **File>Close** to abort the Capture of the Resumix Match List. When prompted by the "The Import of Requisition – 00APRINT002006216078 has not completed. Abort Import?" Click **<YES>**.

Viewing Candidate Properties - Determining Qualifications

To determine qualifications on each candidate, you must view his or her Properties.

Step 1. Select the desired candidate from the CRR By clicking on that Row

Step 2. Click the Properties button  or Select **View > Candidate Properties** or Double-click on the **candidate's name** to display their properties or right click on the candidate name and select Candidate Properties from the popup context menu.

02MAYINT05373726-5135 (Read-Only) - Civilian Personnel Decision Support System

File View Actions Tools Reports Help

PP-SER-GR: GS-0303-07 Career Program: Unknown Job Analysis Promotion Plan Template: GS-0303-07-INT-400-55-Medical Administrative Asst

Entry Grade: 7 Position Title: MEDICAL ADMINISTRATIVE ASSISTANT

| Tracking Code | Rank | Name | Social Security Administration Number | Pay Plan-Series-Grade | GS/PM High Grade | Score | Algorithm Score | Award Points | Appraisal | Service Computation Date | SPC | ES | Appt. Elig | Vet. Pref. | Enter |
|---------------|------|-----------|---------------------------------------|-----------------------|------------------|-------|-----------------|--------------|------------|--------------------------|-----|----|------------|------------|-------|
| INQT | L | | | GS-0303-07 | N 05 | 0.00 | | | | | | | | | 2.28 |
| RFP | G | IM | | GS-0303-07 | Y 03 | 1.00 | | | 01JUN-2002 | 13JUL-1996 | | Y | Y2 | | |
| INQT | M | ADETTE D | | GS-0318-05 | Y 05 | 0.00 | | | 01JUN-2002 | 13JAN-1991 | | Y | Y1 | 1 | |
| RFP | S | ENNA L | | GS-0304-06 | Y 06 | 3.00 | | | 01JUN-2002 | 31JAN-1993 | | | Y1 | | |
| INQT | P | CE P | | GS-0319-05 | Y 04 | 0.00 | | | 01JUN-2002 | 23SEP-1996 | | | Y1 | | |
| RFP | S | DEBRA L | | GS-0303-06 | Y 06 | 1.00 | | | 01JUN-2002 | 16JUN-1996 | | | Y1 | | |
| INQT | Y | IE O | | GS-0318-05 | Y 05 | 0.00 | | | 01JUN-2002 | 25NOV-1995 | | | Y1 | | |
| INQT | C | N BEVE | | GS-0573-04 | Y 00 | 0.00 | | | 01JUN-2002 | 13FEB-2001 | | Y | Y2 | 2 | |
| INQT | W | ISTINA H | | GS-0640-05 | Y 05 | 0.00 | | | 01JUN-2002 | 05APR-1996 | Y | Y | Y2 | 1 | |
| INQT | N | NEL | | GS-0319-05 | Y 05 | 0.00 | | | 01JUN-2002 | 31OCT-1998 | Y | Y | Y2 | 1 | |
| NQS | W | N | | GS-0318-06 | Y 06 | 0.00 | | | 01JUN-2002 | 29JAN-1995 | | | Y1 | 1 | |
| IDAC | C | ERRY J | | GS-0028-05 | Y 05 | 0.00 | | | 01JUN-2002 | 15APR-1998 | | Y | Y3 | 2 | |
| NQS | T | MYE | | GS-0318-06 | Y 06 | 0.00 | | | 01JUN-2002 | 05JUL-1993 | | | Y1 | | |
| INQT | N | Y J | | GS-2102-05 | Y 05 | 0.00 | | | 01JUN-2002 | 31JUL-1992 | | | Y1 | | |
| INQT | S | | | GS-0319-05 | Y 05 | 0.00 | | | 01JUN-2001 | 23SEP-1995 | Y | | Y1 | | |
| NQS | C | MARY B | | GS-0319-06 | Y 06 | 0.00 | | | 01JUN-2002 | 10OCT-1974 | | | Y1 | | |
| INQT | N | E B | | GS-0318-05 | Y 01 | 0.00 | | | 01JUN-2002 | 05SEP-1996 | | Y | Y2 | 4 | |
| NQS | B | PAULINE A | | GS-0318-06 | Y 06 | 0.00 | | | 01JUN-2002 | 02MAR-1987 | Y | | Y1 | | |
| INQT | A | NA L | | GS-0640-05 | Y 00 | 0.00 | | | 01JUN-2002 | 13NOV-1993 | | Y | Y1 | 1 | |
| NQS | K | AS | | GS-0203-07 | Y 07 | 0.00 | | | 01JUN-2002 | 03NOV-1994 | Y | | Y1 | | |
| RSC | G | AM | | GS-0544-07 | Y 07 | 1.00 | | | 01JUN-2002 | 07JUL-1975 | Y | | Y1 | | 29 |
| INQT | B | STY D | | GS-2102-05 | Y 05 | 0.00 | | | 01JUN-2002 | 23SEP-1992 | | | Y1 | | |
| NQS | R | LUSTUS | | GS-0186-07 | Y 07 | 0.00 | | | 01JUN-2002 | 27MAY-1988 | | Y | Y1 | 2 | |
| INQT | F | ORAH A | | GS-0318-05 | Y 05 | 0.00 | | | 01JUN-2002 | 16JUL-1969 | | Y | Y1 | 1 | |
| NQS | H | LE | | GS-1152-07 | Y 07 | 0.00 | | | 01JUN-2002 | 25NOV-1978 | Y | | Y1 | | |

For Help, press F1

Start | Inboi - Microsoft Out... | TIER1 - [TIER1] | RESUMIX-CROSS Manual | 02MAYINT0537372... | Draft: Ch 6 - Creating... | 8:38 AM

There are fifteen Information Tabs to review in the Properties window. If you are reviewing a list of External/DEU candidates you will need to review their Resume Summary Information and the Resume Text. If you are reviewing a list of Internal candidates you will need to review the Experience, Education, Training, Acquisition, Awards, and Appraisal Tabs. **NOTE: Always confirm that the score given by CPDSS is correct before assigning Tracking Codes. You are the person responsible for ensuring the correct candidates are referred to the manager.**

02 JUL 42SP1G09C141847 - Civilian Personnel Decision Support System

Properties for External Candidates

Resume Text | Resume Summary | Special Placement Consideration | Tracking Codes | Training

Acquisition | Annotated Scores | Appraisal | Awards | Demo Data | Education | Experience Summary | General/TIG | J&A Information | Penalties and Restrictions

Name: [Redacted] Base: Holloman Afb, Otter, NM

SSN: [Redacted] OR Sym: CC

Phone: [Redacted] PAS: H51MPAHC

Resume Id: 320858 OSC: BCC

PP: GS SRS: 0325 GR: 05 TG: 05 STEP: 03

Title: OFFICE AUTOMATION ASSISTANT Appointment Eligibility/Tenure Group: 2 Conditional - Tenure Group 2

Time In Grade

GS/ISM/Past 52: Y GS/ISM/GG: 5 WS: 0 WL: 0

WG: 0 NAF: N Other: N

Input Time Stamp

CPDSS IBI, Interview Scores, PRR: 26 JUL 2002 14:47:25

DCPDS: 26 JUL 2002 14:47:25

Experience History: 26 JUL 2002 14:47:25

RESUMDC: 26 JUL 2002 14:47:27

OK Report Help

Clicking on each of the Tabs will give a snapshot of the candidates' information. You may generate a report on each of these tabs by clicking **<Report>** at the bottom of the page. The **"OK"** button will take you back to the CRR.

This page displays the candidate's resume text and resume summary imported from RESUMIX. If the individual is an **external candidate** you will only have information available in the Resume Text and Resume Summary tabs.

[REDACTED] 501333090735 [REDACTED] [REDACTED] BELLEVILLE IL 62221 [REDACTED] [REDACTED] (618) 255-0400 [REDACTED] (618) 220-5500 [REDACTED] (DSN) 770-5500 [REDACTED] SUMMARY
 Workman's Compensation claims handling, Equal Opportunity Officer, recruitment/training personnel. Compose and type complex correspondence, filing, research work information on the Inte of word processing applications. Utilized office automation systems and developed formats for a variety of products in support of organization and administrative requirements. Disseminated in JAPR 2000 APR 2001 Supply Management Rep GS-2003-09 40121st Theater Support Command IATTN: AERGD, Unit 23203, APO AE 09263 Frank Joshua 484-7202 Planned, o LIDB), FEDLOG, and Defense Property Accountability System (DPAS) to conduct equipment analysis. Evaluated 95 percent of subordinate units to ensure they complied with policy and regulations to commanders on issues impacting safety, readiness, and mission accomplishment. Reviewed findings and oversaw written reports. Advised staff and subordinate commands on logistics coordinated and implemented the automated DPAS system for all units under the 21st TSC. Served as section Assistant Information Security Management Officer dealing with computer issues. ions. Used email for responses to taskers and incoming or outgoing projects. Researched and created slide presentations for division using PowerPoint. Maintained calendar for Deputy Chief Finance System ledger files. Monthly reconciliation of the general ledger to expenditure and status reports. Prepared trial balance of all general ledger accounts, detecting discrepancies and 1 for reimbursement. FEB 1989 JAN 1995 Business Mgr/Human Resource Mgr 33,000 Annually 401TK Communications, Inc. 11 WHOD Road, Orlando, Florida 32808 [REDACTED] MaryLynn Dorous historical data for producing quarterly and annual budgets (Sales, Administrative, Promotional and Manpower) and pieced overhead for the following year. Prepared and processed all monthly to Access-1 wk, 1997 Into to Windows 95-2 days, 1997 PowerPoint-1 wk, Word-1 wk and Access-1 wk, 1998 Quartermaster/Logistical School-3 mths, 1998 IMPAC Trg 1-dy, 2000 FrontPage Mar-May 01 Webster Univ/Computer Resource & Info Mgmt [REDACTED] LICENCES/CERTIFICATIONS: October 1999 - Contracting Officer Representative (COR) Certification [REDACTED] AWARDS: July 2000 - Time 1996 - Performance Award
 1998 - Performance Award
 2002 - Performance Award
 1999 - Performance Award
 2000 - Performance Award
 2001 - Performance Award
 2001 - Commander's Award for Civilian Service [REDACTED] OTHER INFORMATION: Typing of 80 words per minute. Proficient in reading, writing, and speaking Spanish. Working on Master's Degree fr

Special Placement Consideration

This page displays a candidate's special placement consideration (priority consideration) from the Modern DCPDS.

[illegible]

Tracking Codes

This page displays any tracking code assigned to candidate during the ranking process.

The screenshot shows the 'Properties for E' window with the 'Tracking Codes' tab selected. The window title is '02JUL425PTGDPC141842 - Civilian Personnel Decision Support System'. The tabs include Acquisition, Annotated Scores, Appraisal, Awards, Demo Data, Education, Experience Summary, General/TIG, JA Information, Penalties and Restrictions, Resume Text, Resume Summary, Special Placement Consideration, Tracking Codes, and Training. The Tracking Codes tab displays a table with the following data:

| Code | Description | Date Assigned | Date Unassigned | Sent to RESUMIX? |
|------|--------------------------------|---------------|-----------------|------------------|
| RFP | RFP -- Promotion Consideration | 26-JUL-2002 | | No |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Training

This page displays the candidate's training information from the Modern DCPDS.

The screenshot shows the 'Properties for E' window with the 'Training' tab selected. The window title is '02JUL425PTGDPC141842 - Civilian Personnel Decision Support System'. The tabs include Acquisition, Annotated Scores, Appraisal, Awards, Demo Data, Education, Experience Summary, General/TIG, JA Information, Penalties and Restrictions, Resume Text, Resume Summary, Special Placement Consideration, Tracking Codes, and Training. The Training tab displays a table with the following data:

| Course Title | End Date | Training Code | Hours |
|--------------------------------|-------------|---------------|-------|
| MICROSOFT ACCESS 2000, LEVEL 1 | 09-APR-2002 | OGD | 8 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Job Analysis Promotion Plan Information

This page displays a summary of the candidate's Score based on the current Job Analysis Promotion Plan Template.

The screenshot shows the 'Properties for E' window with the 'Job Analysis Promotion Plan Information' tab selected. The window title is '02JUL425PTGDPC141842 - Civilian Personnel Decision Support System'. The tabs include Acquisition, Annotated Scores, Appraisal, Awards, Demo Data, Education, Experience Summary, General/TIG, JA Information, Penalties and Restrictions, Resume Text, Resume Summary, Special Placement Consideration, Tracking Codes, and Training. The Job Analysis Promotion Plan Information tab displays a summary of the candidate's Score based on the current Job Analysis Promotion Plan Template. The summary is divided into two sections: MANDATORY ELEMENTS and OPTIONAL ELEMENTS. The OPTIONAL ELEMENTS section shows a score of 2.00 for (OPT9) -- JOB RELATED SKILLS (SKL3).

| MANDATORY ELEMENTS | OPTIONAL ELEMENTS |
|--------------------|---|
| | OTHER 2.00 (OPT9) -- JOB RELATED SKILLS (SKL3) |

This page displays the candidate's acquisition information from the Modern DCPDS.

Appraisal

[illegible]

This page displays the candidate's annotated scores.

6-25

Note: Temporary Promotions – Based on the way Modern DCPDS stores position information the only way to identify, within CPDSS, whether an employee is currently on a temporary promotion is to look at the Current Experience Data, Assignment Status area. If an employee is on a temporary promotion it will reflect “118 – Temporary Promotion NTE”.

Details – If the employee is on a detail, the Detail button is highlighted and can be selected to view the detail position data. _____

General/TIG

This page displays general information about the candidate (contact, location, current title, Time in Grade, etc.).

The screenshot shows the 'General/TIG' form. The 'Time In Grade' section has the following values: GS/GM/Past 52: Y, GS/GM/52: 9, WS: 0, WL: 0, WG: 0, NAF: N, Other: N. The 'Import Time Stamp' section has the following values: CPDSS (BI, Interview Scores, PIR): 25-JUL-2002 14:47:25, DCPDS: 25-JUL-2002 14:47:30, Experience History: 25-JUL-2002 14:47:25, RESUME: 25-JUL-2002 14:48:35. A callout bubble points to the 'Experience History' field with the text 'Import Time Stamp'.

The **Time In Grade (TIG)** Calculator performs the following function:

It looks at the different pay plans for which that employee has been assigned: GS/GM/GG, WS, WL, WG, NAF, and Other. For the GS/GM/GG, WS, WL, and WG pay plans it searches the Current (Modern DCPDS) and Experience History to find the highest grade level that employee has held in each of those pay plans for 52 weeks or more.

For the NAF and Other pay plan field it examines the employees current and experience history to determine if the employee has ever been employed in a NAF or Other pay plan. If the employee has worked in a different pay plan it will populate the field with "YES."

The **GS/GM Past 52** field is generated after the employee's current and experience history entries are examined and is populated in the following manner:

- If the employee has held a General Schedule (GS/GM/GG) position within the last 52 weeks (from current date), the field is populated with "Y" (YES). A "Y" **does not** mean that the employee meets TIG for the position being filled. It means only that the employee has held a General Schedule position within the past year and is subject to Time in Grade Restriction.
- If the field is "N" (NO), the employee has not held a General Schedule position within the past 52 weeks and is not subject to TIG restrictions.

The **Import Time Stamp** records when the snapshot was taken from each of the four databases.

Penalties & Restrictions

!!!!!! DO NOT USE !!!!!!! This area is used by Career Programs only.

This page displays the candidate's penalties and restrictions that were captured from the CPDSS Penalties and Restrictions table.

Candidate Referral Roster Column Headings

The Candidate Referral Roster (CRR) displays information that is needed by the staffing specialist when determining qualifications. Some of the column headings are self-explanatory. Those that should be explained in further detail are listed below.

| Tracking Code | Rank | Name | Social Security Administration Number | Pay Plan-Series-Grade | GS/GM High Grade | Score | Algorithm Score | Award Points | Appraisal | Service Computation Date | SPC | ES | Appt Elig | Vet Pref | Error |
|---------------|------|------|---------------------------------------|-----------------------|------------------|-------|-----------------|--------------|-----------|--------------------------|-----|----|-----------|----------|-------|
| * | * | * | * | * | | | | | | * | | | | | |

* Self-explanatory columns.

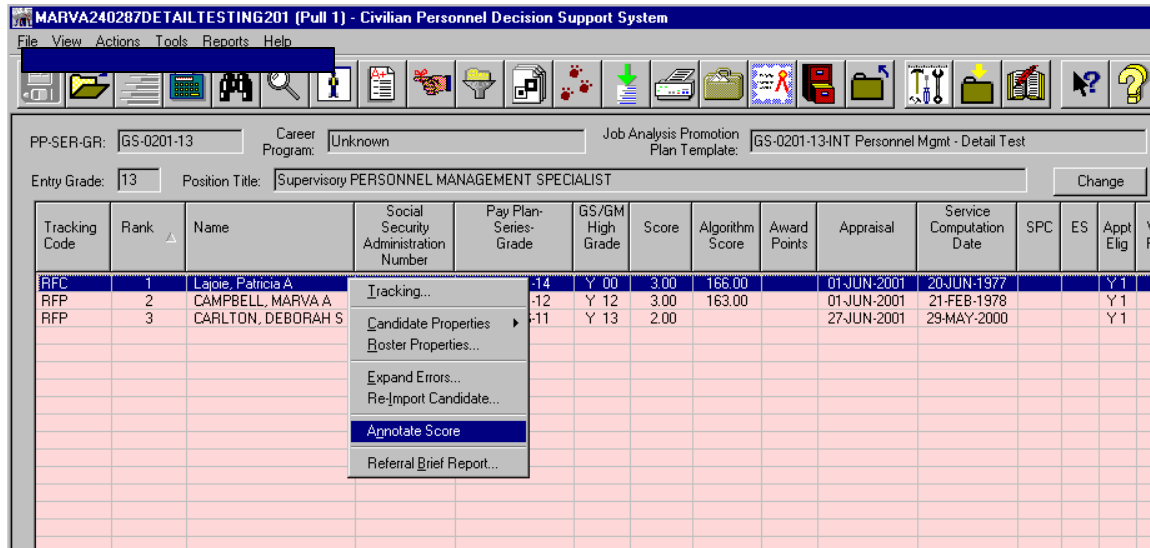
| Column Heading | Description |
|----------------------------|--|
| GS/GM High Grade | This column is useful when reviewing Internal candidates. If this column is populated with a "Y" (YES) it means the employee has held a General Schedule (GS/GM/GG) position within the last 52 weeks (from current date). A "Y" does not mean that the employee meets TIG for the position being filled. It means only that the employee has held a General Schedule position within the past year and is subject to Time in Grade Restrictions. If the field is "N" (NO), the employee has not held a General Schedule position within the past 52 weeks and is not subject to time in Grade Restrictions. The number next to the "Y" or "N" reflects the highest GS/GM/GG grade that the employee has held for 52 weeks. |
| Score | This column refers to the score derived from the Job Analysis Promotion Plan Template. |
| Algorithm Score | This column refers to the score that is derived from the Tie-Breaker elements when used. (Appraisal/Awards/SCD) This will only display for applicants on the CRR if ties exist. |
| Award Points | This column shows the points assigned based on the number of awards received during the last 36 months. This field will only a score if ties exist. |
| Appraisal | This column will show the date of the most current appraisal on file in Modern DCPDS for each employee. If the date reflected is outside of the last rating cycle you should investigate further. |
| SPC | This column displays the candidate's special placement consideration (priority consideration) from Modern DCPDS. |
| ES | This column displays the eligibility status. It's useful when reviewing External candidates. This captures the applicants self-identified eligibility status, i.e., 30% Vet, VRA Eligible, VEOA Eligible, Transfer Eligible, etc. |
| Appt Elig | This column is useful when reviewing Internal candidates. This captures the employee's appointment eligibility or tenure group, i.e., Permanent-Tenure Group 1. |
| Vet Pref | This column is useful when reviewing External candidates or for DEU. This captures the candidate's self-identified veteran's preference they are claiming. |
| Error | This column will reflect with the error code(s) as appropriate. |
| Penalties and Restrictions | This column is applicable to Career Programs only. (To view column slide the bottom scroll bar to the right. The column is located after the Error column.) |

Annotate Score

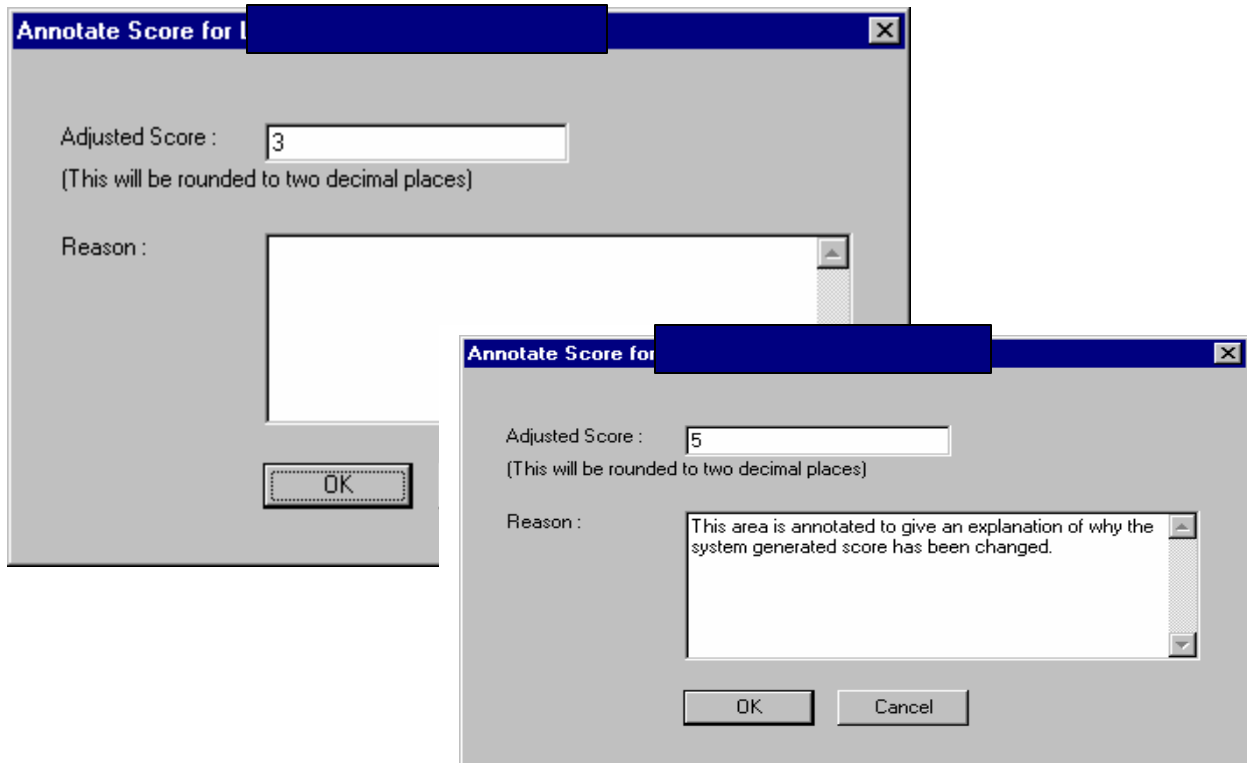
IMPORTANT NOTE: Annotate score is available only to those staff members who have been given the authority to modify candidate scores.

Step 1. Select the candidate(s) that require(s) a change of score.

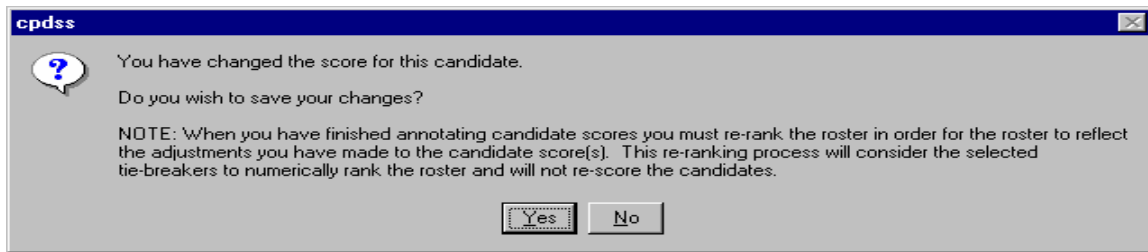
Step 2. Right click on the candidate to bring up the Popup Context Menu and select **Annotate Score** from the Context Menu.



The following dialog box will appear, giving you the capability to change the score on the highlighted candidate. If the score is modified, you **MUST** also enter a reason for the changing of the score.



Step 3. Make the necessary changes in the dialog box and click “**OK.**” This will prompt the below information box.



Step 4. To view the Annotate Score information, take your cursor and place it over the score.

- Civilian Personnel Decision Support System

Actions Tools Reports Help

I-GR: Career Program: Job Analysis Promotion Plan Template:

Grade: Position Title:


| Rank | Name | Social Security Administration Number | Pay Plan-Series-Grade | GS/GM High Grade | Score | Algorithm Score | Award Points | Appraisal | Service Computation Date | SPC | ES | Appt Elig | Vet Pref |
|------|--------------------|---------------------------------------|-----------------------|--|-------|-----------------|--------------|-------------|--------------------------|-----|----|-----------|----------|
| 1 | Lajoie, Patricia A | | GS-0201-14 | Y 00 | 5.00* | 166.00 | | 01-JUN-2001 | 20-JUN-1977 | | | Y 1 | |
| 2 | CAMPBELL, MARVA A | | GS-0201-12 | Y 12 | 3.00 | 163.00 | | 01-JUN-2001 | 21-FEB-1978 | | | Y 1 | |
| 3 | CARLTON, DEBORAH S | | GS-1016-11 | <div> <p>DATE: 24-JUL-2002</p> <p>SCORE: 5.00</p> <p>ANNOTATOR: CAMPBELL</p> <p>REASON: This area is annotated to give an explanation of why the system generated score has been changed.</p> </div> <div> <p>DATE: 20-JUN-2002</p> <p>SCORE: 3.00</p> <p>ANNOTATOR: CAMPBELL</p> <p>REASON: System Generated Score</p> </div> | | | | | | | | | |

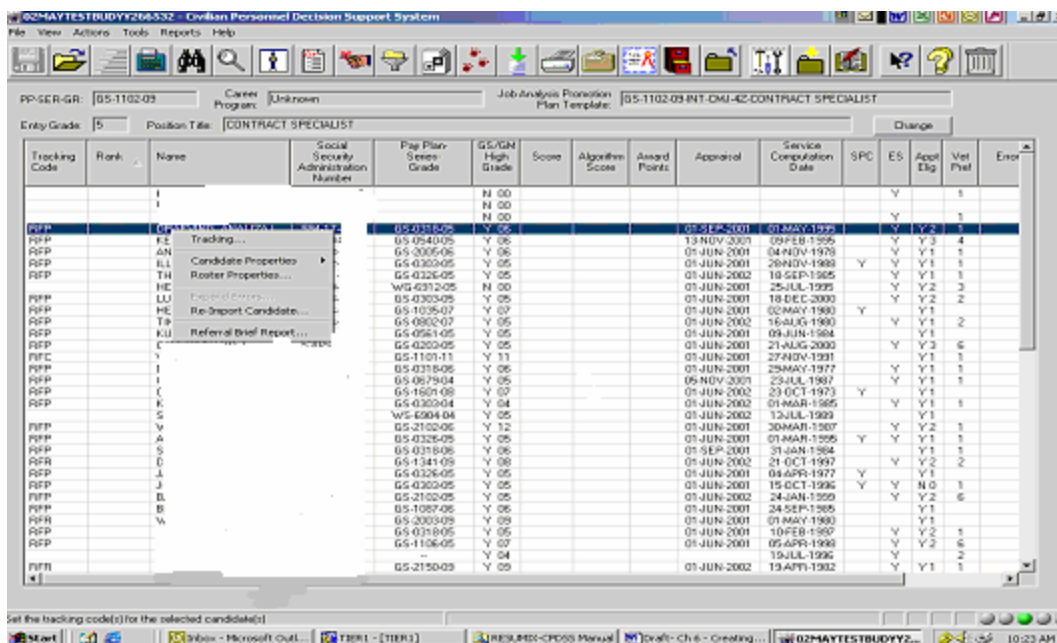
OR you can double click on the candidate and view their property screen.

[illegible]

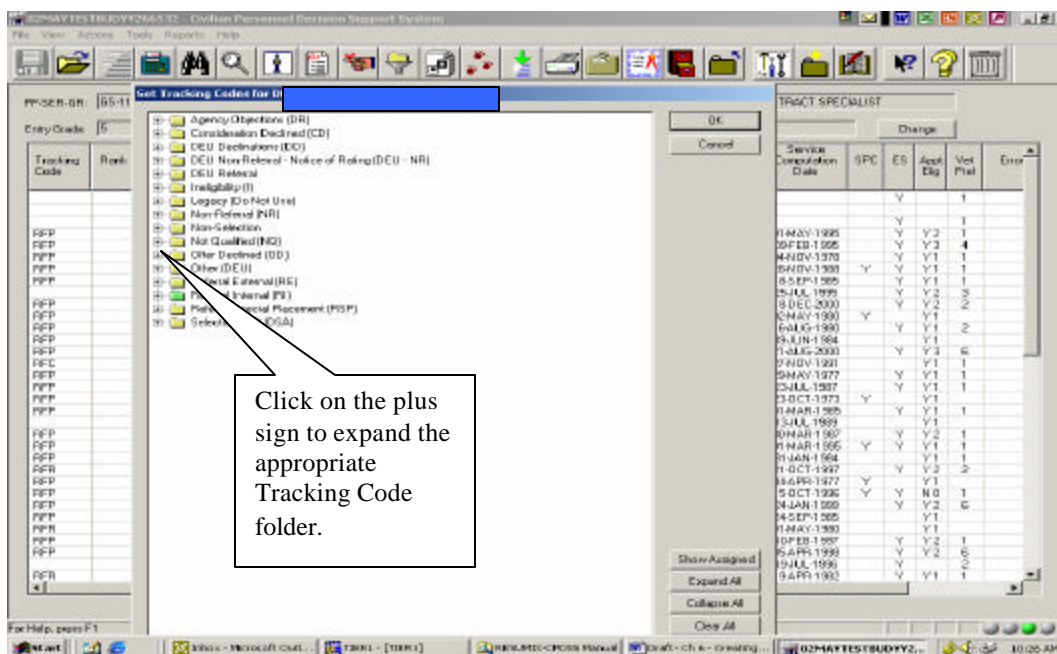
Adding/Changing Tracking Codes

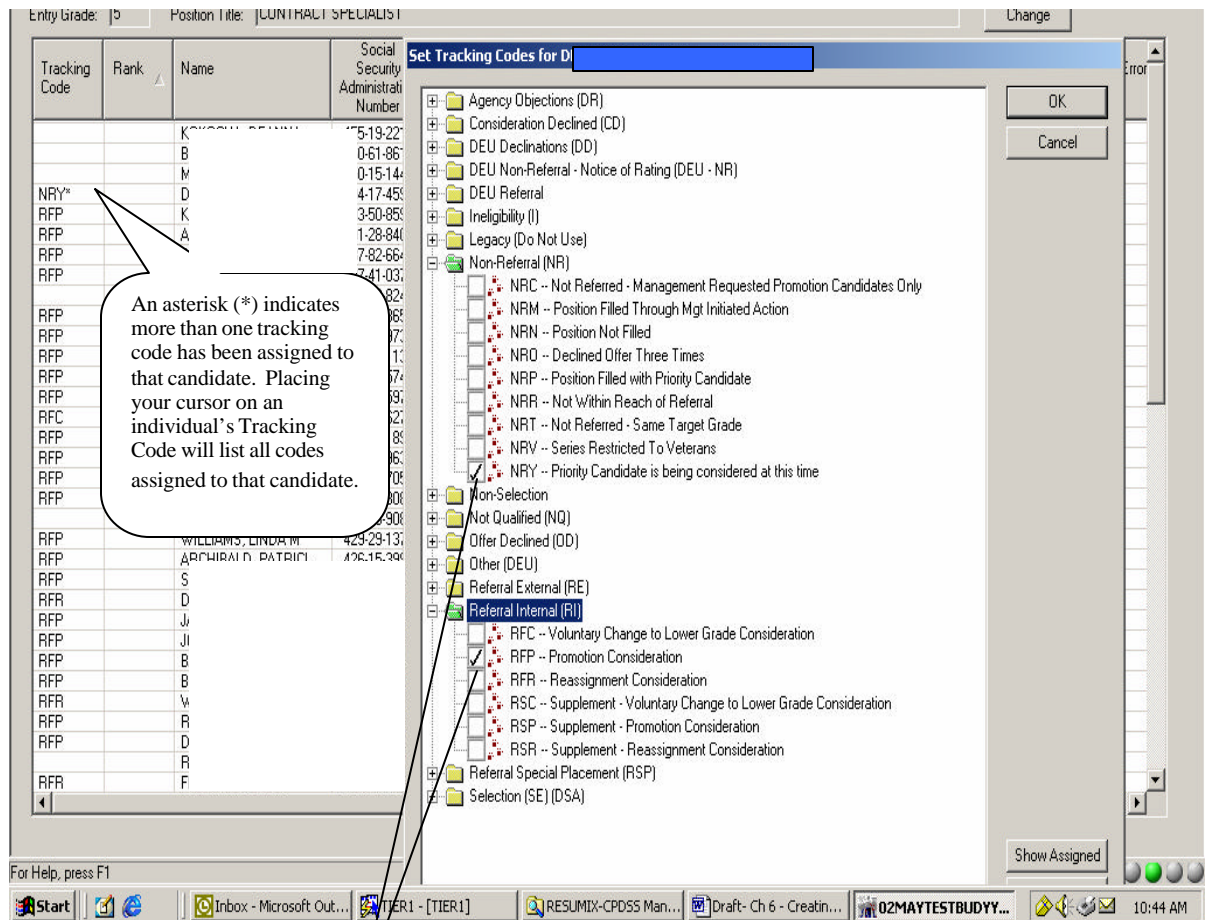
After determining qualifications, select the appropriate tracking code(s) identifying each candidate's status. These tracking codes will be used to notify the candidate through IVRS of his/her status for which they self-nominated and generate the referral certificate for managers (see Chapter 7). To add or change tracking codes for the selected candidates:

- Click the **Set Tracking** button , or
- Select **Actions > Set Tracking Code** from the menu or
- Right-click on the candidate and select **Tracking** from the PopUp Context Menu (see below).



The following sub-menu appears once you select **Tracking**:





Select all Tracking Codes that apply.

NOTES:

To add the same Tracking Code to multiple candidates, highlight the first candidate record, hold the Shift key, and highlight the last candidate to be updated. This process will include all intervening candidates. Use the Control key to highlight intermittent candidates.

When more than one Tracking Code is assigned to a candidate, only the last code received by Resumix will be voiced to IVRS.

IMPORTANT! There will be times when the Tracking Code assigned during the import process will not be appropriate for the candidate's eligibility. All candidate records will require review and a manual change to the code will have to be made, if necessary.

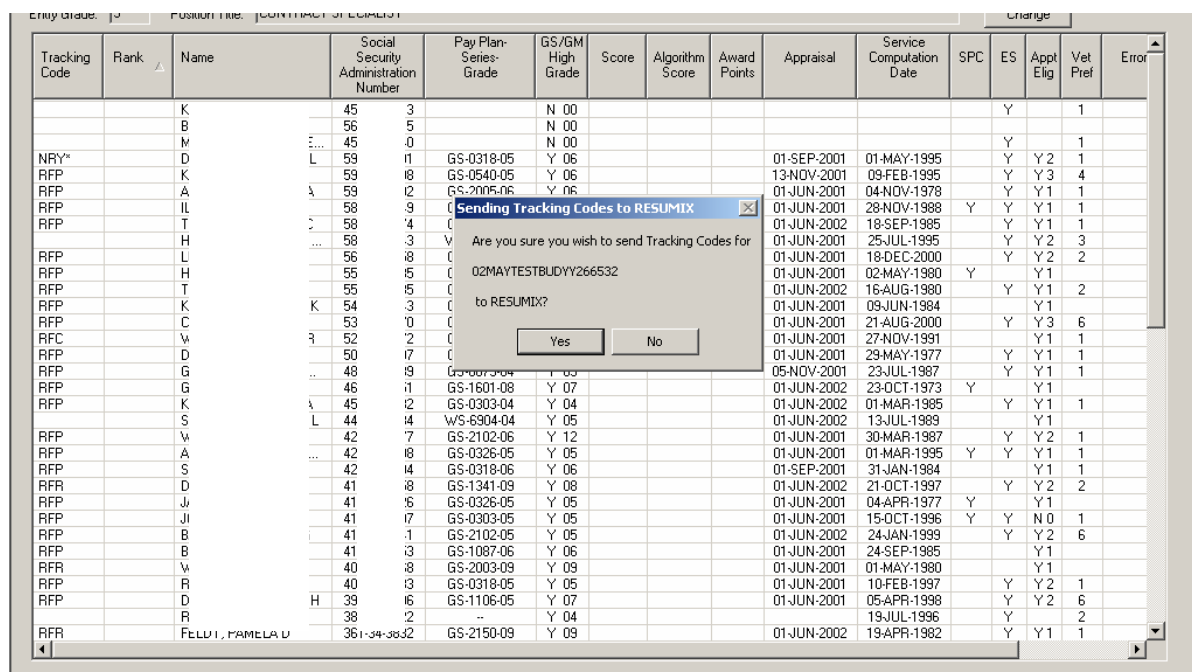
Sending Tracking Codes to Resumix

Tracking Codes are automatically sent to Resumix when any of the following actions occur:

- Certificate Generation
- Certificate Package Generation
- Roster Archived

You can manually send Tracking Codes for the current CRR to Resumix by clicking the **Send**

Tracking button  or selecting **Actions > Send Tracking**. The following dialog will appear:



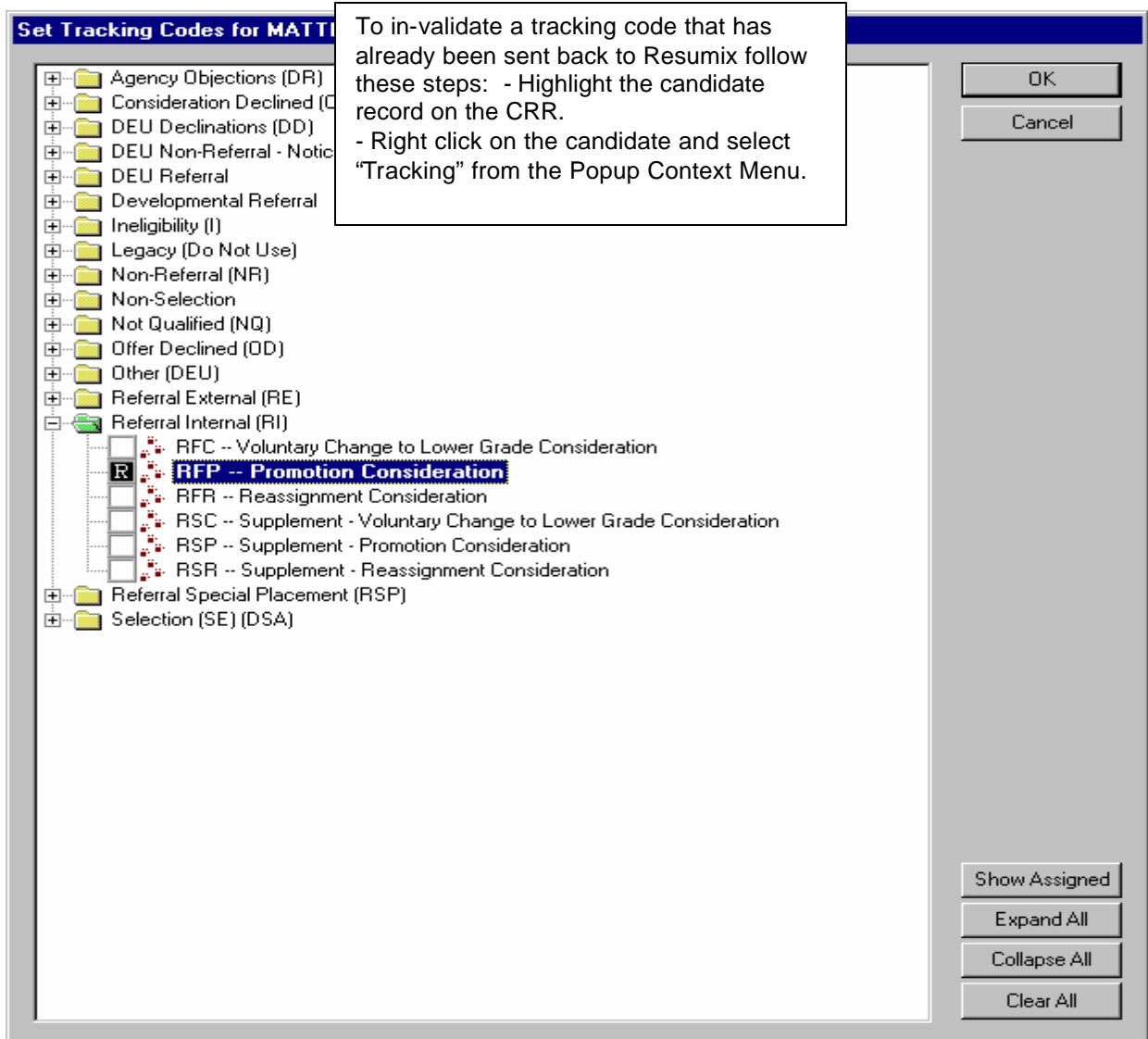
| Tracking Code | Rank | Name | Social Security Administration Number | Pay Plan-Series-Grade | GS/GM High Grade | Score | Algorithm Score | Award Points | Appraisal | Service Computation Date | SPC | ES | Appt Elig | Vet Pref | Error |
|---------------|------|-----------------|---------------------------------------|-----------------------|------------------|-------|-----------------|--------------|-------------|--------------------------|-----|----|-----------|----------|-------|
| | | K | 45 | 3 | N 00 | | | | | | | Y | | 1 | |
| | | B | 56 | 5 | N 00 | | | | | | | | | | |
| | | M | 45 | 0 | N 00 | | | | | | | Y | | 1 | |
| NRY* | | D | 59 | 11 | GS-0318-05 | Y 06 | | | 01-SEP-2001 | 01-MAY-1995 | | Y | Y 2 | 1 | |
| RFP | | K | 59 | 18 | GS-0540-05 | Y 06 | | | 13-NOV-2001 | 09-FEB-1995 | | Y | Y 3 | 4 | |
| RFP | | A | 59 | 12 | GS-2005-05 | Y 06 | | | 01-JUN-2001 | 04-NOV-1978 | | Y | Y 1 | 1 | |
| RFP | | IL | 58 | 9 | | | | | 01-JUN-2001 | 28-NOV-1988 | Y | Y | Y 1 | 1 | |
| RFP | | T | 58 | 4 | | | | | 01-JUN-2002 | 18-SEP-1985 | | Y | Y 1 | 1 | |
| | | H | 58 | 3 | V | | | | 01-JUN-2001 | 25-JUL-1995 | | Y | Y 2 | 3 | |
| RFP | | L | 56 | 8 | | | | | 01-JUN-2001 | 18-DEC-2000 | | Y | Y 2 | 2 | |
| RFP | | H | 55 | 15 | | | | | 01-JUN-2001 | 02-MAY-1980 | Y | | Y 1 | | |
| RFP | | T | 55 | 15 | | | | | 01-JUN-2002 | 16-AUG-1980 | | Y | Y 1 | 2 | |
| RFP | | K | 54 | 3 | | | | | 01-JUN-2001 | 09-JUN-1984 | | | Y 1 | | |
| RFP | | C | 53 | 10 | | | | | 01-JUN-2001 | 21-AUG-2000 | | Y | Y 3 | 6 | |
| RFC | | V | 52 | 2 | | | | | 01-JUN-2001 | 27-NOV-1991 | | | Y 1 | 1 | |
| RFP | | D | 50 | 17 | | | | | 01-JUN-2001 | 29-MAY-1977 | | Y | Y 1 | 1 | |
| RFP | | G | 48 | 19 | GS-0073-04 | Y 05 | | | 05-NOV-2001 | 23-JUL-1987 | | Y | Y 1 | 1 | |
| RFP | | G | 46 | 11 | GS-1601-08 | Y 07 | | | 01-JUN-2002 | 23-OCT-1973 | Y | | Y 1 | | |
| RFP | | K | 45 | 12 | GS-0303-04 | Y 04 | | | 01-JUN-2002 | 01-MAR-1985 | | Y | Y 1 | 1 | |
| RFP | | S | 44 | 14 | WS-6904-04 | Y 05 | | | 01-JUN-2002 | 13-JUL-1989 | | | Y 1 | | |
| RFP | | V | 42 | 7 | GS-2102-06 | Y 12 | | | 01-JUN-2001 | 30-MAR-1987 | | Y | Y 2 | 1 | |
| RFP | | A | 42 | 18 | GS-0326-05 | Y 05 | | | 01-JUN-2001 | 01-MAR-1995 | Y | Y | Y 1 | 1 | |
| RFP | | S | 42 | 14 | GS-0318-06 | Y 06 | | | 01-SEP-2001 | 31-JAN-1984 | | | Y 1 | 1 | |
| RFR | | D | 41 | 18 | GS-1341-09 | Y 08 | | | 01-JUN-2002 | 21-OCT-1997 | | Y | Y 2 | 2 | |
| RFP | | J | 41 | 16 | GS-0326-05 | Y 05 | | | 01-JUN-2001 | 04-APR-1977 | Y | | Y 1 | | |
| RFP | | J | 41 | 17 | GS-0303-05 | Y 05 | | | 01-JUN-2001 | 15-OCT-1996 | Y | Y | N 0 | 1 | |
| RFP | | B | 41 | 1 | GS-2102-05 | Y 05 | | | 01-JUN-2002 | 24-JAN-1999 | | Y | Y 2 | 6 | |
| RFP | | B | 41 | 13 | GS-1087-06 | Y 06 | | | 01-JUN-2001 | 24-SEP-1985 | | | Y 1 | | |
| RFR | | V | 40 | 8 | GS-2003-09 | Y 09 | | | 01-JUN-2001 | 01-MAY-1980 | | | Y 1 | | |
| RFP | | R | 40 | 13 | GS-0318-05 | Y 05 | | | 01-JUN-2001 | 10-FEB-1997 | | Y | Y 2 | 1 | |
| RFP | | D | 39 | 16 | GS-1106-05 | Y 07 | | | 01-JUN-2001 | 05-APR-1998 | | Y | Y 2 | 6 | |
| RFP | | R | 38 | 2 | | Y 04 | | | | 19-JUL-1996 | | Y | | 2 | |
| RFR | | FELU1, PAMELA D | 361-34-3832 | GS-2150-09 | Y 09 | | | | 01-JUN-2002 | 19-APR-1982 | | Y | Y 1 | 1 | |

Select **<YES>**.



Once the tracking codes have been sent to Resumix, utilizing one of the above means, they **cannot be deleted**. However, they can be invalidated. To invalidate the tracking code, bring up set tracking codes and deselect the code.

1. Steps for In-invalidating tracking codes:
 - a. You must be the owner of a Candidate Referral Roaster (CRR) to change tracking codes.
 - b. Once you issue a certificate it will change the CRR to Read Only, this is new.
 - c. For instruction on how to in-invalidating tracking codes see screen shots below.



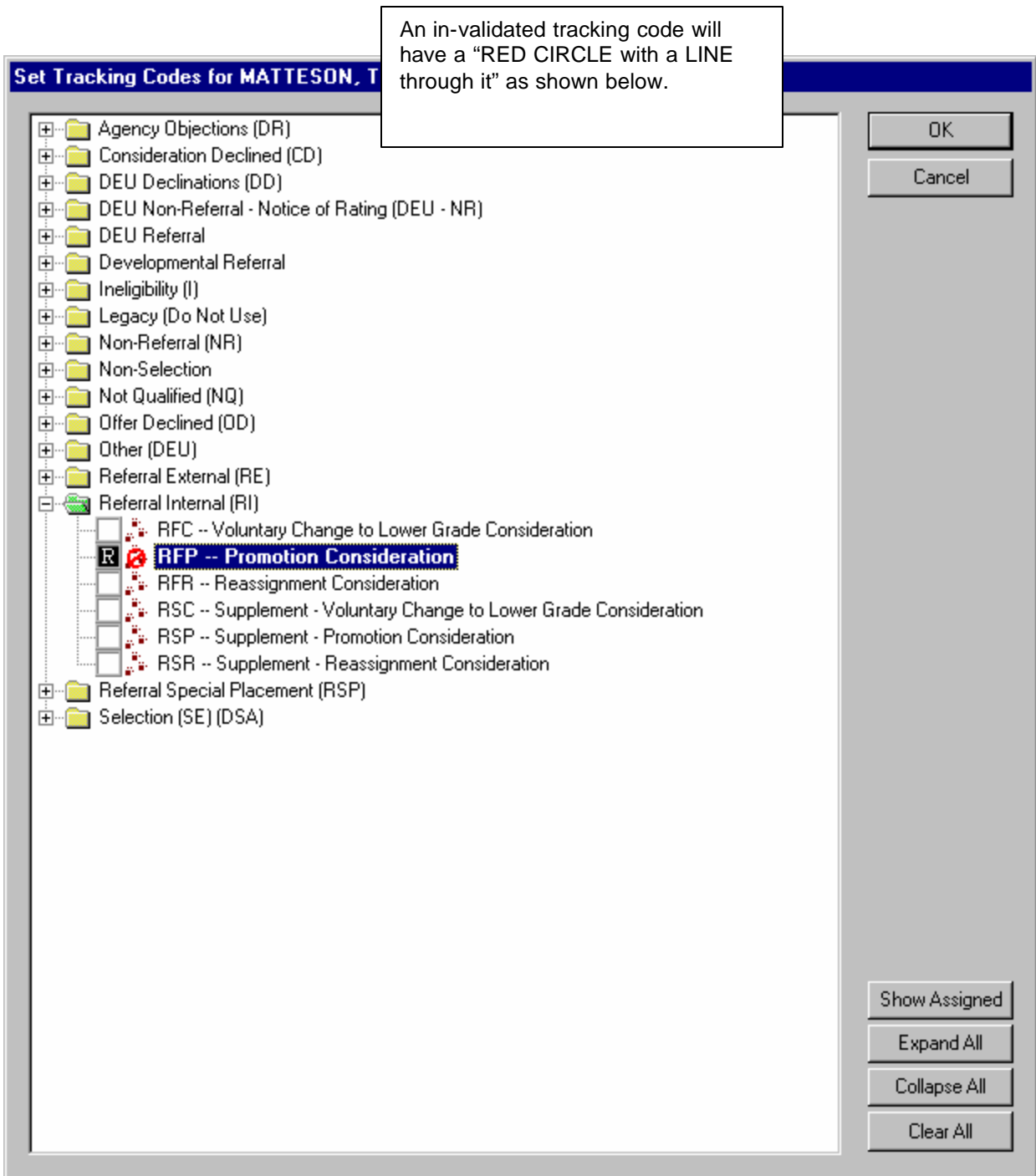
Set Tracking Codes for MATTESON

- + Agency Objections (DR)
- + Consideration Declined (CD)
- + DEU Declinations (DD)
- + DEU Non-Referral - Notice of Rating (DEU - NR)
- + DEU Referral
- + Developmental Referral
- + Ineligibility (I)
- + Legacy (Do Not Use)
- + Non-Referral (NR)
- + Non-Selection
- + Not Qualified (NQ)
- + Offer Declined (OD)
- + Other (DEU)
- + Referral External (RE)
- + Referral Internal (RI)
 - ☐ RFC -- Voluntary Change to Lower Grade Consideration
 - ☒ **RFP -- Promotion Consideration**
 - ☐ In-Validate ☐ Reassignment Consideration
 - ☐ RSC -- Supplement - Voluntary Change to Lower Grade Consideration
 - ☐ RSP -- Supplement - Promotion Consideration
 - ☐ RSR -- Supplement - Reassignment Consideration
- + Referral Special Placement (RSP)
- + Selection (SE) (DSA)

- Select the tracking code you wish to invalidate.
 - Right click and the "In-Validate" icon will be visible.

OK

Cancel



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